



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, FEBRUARY 08, 2022**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)  
OR TELEPHONE: US: +1 253 215 8782  
WEBINAR ID: 929 4733 8351

**AGENDA**

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PRESENTATION(S)**
  - 3.A **(6:10 PM) Present Proclamation Declaring February 2022 as "Black History Month,"** 5 Minutes  
[Black History Month Proclamation 2022.docx](#)
4. **PUBLIC COMMENT - 6:15 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below.

  - 4.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,** 15 Minutes  
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
5. **CONSENT AGENDA - 6:30 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

  - 5.A **Agenda Bill for Consent Agenda,** 5 Minutes
  - 5.B **Approve Accounts Payable and Payroll,** 5 Minutes  
[AP Report to Council of Cash Disbursements 02-09-22.pdf](#)

Council Report PR 2-4-22.pdf

- 5.C **Approve City Council Meeting Minutes,**  
City Council Study Session Minutes, January 18, 2022.pdf  
City Council Regular Business Meeting Minutes, January 25, 2022.pdf
- 5.D **Authorize Purchase of 2022 Ford Mach-E SUV Police Vehicle (\$51,547.55 + upfit estimated at \$5,000.00) - Public Works,**  
  
2022 Ford Mach-E SUV Quote.pdf
- 5.E **Authorize Purchase of 2022 Ford Police Interceptor Hybrid Vehicle (\$43,797.94 + upfit estimated at \$25,000.00) - Public Works,**  
2022 Ford Interceptor SUV Hybrid Quote.pdf
- 5.F **Accept the \$100,000 Washington State Department of Commerce Grant and Authorize Execution of the Associated Interagency Agreement with the Department of Commerce to fund a City Housing Action Plan - Planning,** 5 Minutes  
COMMERCE Bainbridge Island Grant Contract-22-63314-004.docx
- 6. **COUNCIL ANNOUNCEMENTS - 6:35 PM**
- 7. **CITY MANAGER'S REPORT - 6:45 PM**
- 8. **PUBLIC HEARING(S)**
  - 8.A **(6:50 PM) Hold Public Hearing and Adopt Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning,** 15 Minutes  
Public Hearing Draft Ordinance No. 2022-01 (formerly No. 2021-35) Revising HDDP Program.docx  
Exhibit A to BIMC 2.16.020.S. HDDP.docx
- 9. **REGULAR BUSINESS**
  - 9.A **(7:05 PM) Receive University of Washington Livable Cities Program Presentation on Winslow Master Plan Project,** 20 Minutes  
Winslow Master Plan - Final Presentation.pdf  
Winslow Master Plan Analysis Final Report 2021-2.pdf
  - 9.B **(7:25 PM) Discuss Proposal to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process) - Planning,** 20 Minutes  
Staff Memo on BIMC 2.16.210.docx  
BIMC 2.16.210.pdf
  - 9.C **(7:45 PM) Review Approach to Winslow Master (Subarea) Plan Preparation \*\* 2022 Council High Priority Project\*\* - Planning,** 20 Minutes  
Staff Memo on WMP update.docx  
Map of Winslow Sewer & WMP areas.pdf

- 9.D **(8:05 PM) Review and Concur with Scope of Work for Housing Action Plan Professional Services Contract \*\*2022 Council High Priority Project\*\* - Planning, 10 Minutes**  
BI Housing Action Plan Scope Draft Revised\_1-25-2022.docx
  
- 9.E **(8:15 PM) Consider Establishing an Annual Travel/Training Budget of \$1,500 each for Councilmembers (a total of \$10,500) and a Corresponding Travel and Training Policy - Executive, 10 Minutes**  
Admin Policy Council Travel and Training 02032022  
2022 Travel Expense Claim Form  
2022 Travel Advance Request  
Travel Section - COBI Employee Manual as of June 24 2021  
City Council Training Tracking Matrix.pdf
  
- 9.F **(8:25 PM) Discuss Revised Legislative Policy Guidelines for the 2022 Legislative Agenda - Executive, 10 Minutes**  
Legislative Policy Guidelines for 2022 for CC 02082022  
AWC 2022 Legislative Priorities
  
- 9.G **(8:35 PM) Provide Direction for Diversity, Equity, and Inclusion (DEI) Training for the City Council - Executive, 10 Minutes**

## 10. COMMUNICATIONS

- 10.A **(8:45 PM) Consider Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki to Discuss a Recommendation to amend Liaisons' Duties on a Future Council Agenda, 5 Minutes**  
Agenda Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki.pdf

## 11. ADJOURNMENT - 8:50 PM

### GUIDING PRINCIPLES

**Guiding Principle #1** - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

**Guiding Principle #2** - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

**Guiding Principle #3** - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

**Guiding Principle #4** - Consider the costs and benefits to Island residents and property owners in making land use decisions.

**Guiding Principle #5** - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

**Guiding Principle #6** - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Guiding Principle #7** - Reduce greenhouse gas emissions and increase the Island's climate resilience.

**Guiding Principle #8** - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



**City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:10 PM) Present Proclamation Declaring February 2022 as "Black History Month,"

**SUMMARY:**

The attached proclamation declares February 2022 as "Black History Month." This proclamation is one of the annual proclamations that the Mayor is authorized to sign without further Council action.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Presentation only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Black History Month Proclamation 2022.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## PROCLAMATION

**A PROCLAMATION** by the City Council of the City of Bainbridge Island, Washington, declaring February 2022 as “Black History Month.”

**WHEREAS**, Black History Month is celebrated throughout the nation during the month of February; and

**WHEREAS**, Black History Month is a time to honor our diverse ancestry and to remember the often hidden history of civic, economic, professional, medical, and artistic achievements of many Black Americans; and also serves as a reminder of the challenges that face all people of color, and that the work to eliminate barriers based on prejudice is ongoing; and

**WHEREAS**, Black Americans continue to make significant contributions to the growth of our nation: in business and philanthropy; as ministers, doctors and nurses; as artists and musicians; as professors and teachers; as lawyers and legislators; as soldiers and leading athletes. Black Americans have earned Olympic Gold Medals; Medals of Honor, and as slaves, built the White House where the first Black President and his family resided from 2009 – 2016; and

**WHEREAS**, we continue to be inspired by the vision of Rev. Dr. Martin Luther King, Jr. and by the vision of local leaders such as former Seattle Mayor Norm Rice, Judge Theodore Spearman, Bishop Lawrence Robertson, Lillian and James Walker; and

**WHEREAS**, Black History Month serves as a reminder of the challenges that face people of color and other marginalized groups. There is still more to be done to ensure equality under the law and equal opportunity; and

**WHEREAS**, Black History Month’s theme for 2022 is “Black Health and Wellness.”

**NOW, THEREFORE**, I, Joe Deets, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim February 2022 as “**BLACK HISTORY**”

**MONTH**" in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this 8th day of February, 2022.

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Joe Deets, Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

**SUMMARY:** The attached instructions and guidelines explain how to provide public comment in a remote Zoom meeting.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



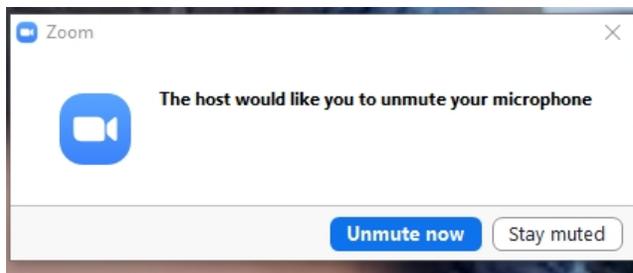
CITY OF  
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at [council@bainbridgewa.gov](mailto:council@bainbridgewa.gov) or the City Clerk at [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov). Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. Attendee will appear on screen with other panelists, but without video, just name.

**IMPORTANT NOTE:** If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.

## Excerpt from the Governance Manual regarding public comment:

### **5.6 Respect and Decorum**

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below.

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

#### **5.6.1 Orderly Behavior and Civility in Remarks**

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

**5.6.2 Permission Required to Address the Council**

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of Consent Agenda items 5.B through 5.F.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to approve the Consent Agenda as presented.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Approve Accounts Payable and Payroll,

**SUMMARY:** Consider approval of payroll and accounts payable.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve accounts payable and payroll.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[AP Report to Council of Cash Disbursements 02-09-22.pdf](#)

[Coucil Report PR 2-4-22.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 17, 2022 - February 03, 2022

CITY COUNCIL: January 18, 2022 - February 04, 2022

Last check from previous run: 358084 dated 1/26/2022 issued to Westbay Auto Parts for \$293.99

Last ACH from previous run: 596 dated 1/26/2022 issued to Westbay Auto Parts for \$27.77

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	01/28/2022	600	US Bank/ACH payment was processed with incorrect payment type	N/A
VOID	12/15/2021	357875	Tilz/Check included an invoice from Town & Country Market	N/A
VOID	12/15/2021	357823	CRT/DMCJA Treasurer/Check was lost in the mail	N/A
VOID	01/12/2022	357981	Jamie How/Check needed to be payable to Brennan Heating & AC	N/A
ACH/EFT	01/25/2022	597	COBI/Utility billing - Jan. 2022	1,758.04
ACH/EFT	01/25/2022	598	WA State DOR/Excise taxes - Dec. 2021	9,015.44
ACH/EFT	01/26/2022	599	WA State DOL/Firearm permits - JAn. 2022	204.00
ACH/EFT	01/28/2022	601	US Bank/Credit card purchases - Dec. 2021	72,769.99
ACH/EFT	01/28/2022	602	WA Cities Insurance Authority/Liability insurance assessment 2022	591,962.00
ACH/EFT	01/28/2022	603	ENG/FCS Group/Ferncliff water extension rate study	2,050.00
Manual	01/21/2022	358085	CenturyLink/Citywide telemetry - Jan. 2022	382.30
Manual	01/21/2022	358086	JP Morgan Securities/2019 amended B&O tax returns	112.17
Manual	01/21/2022	358087	Puget Sound Energy/Citywide energy services	16.90
Manual	01/21/2022	358088	EX/Race Forward/2022 core membership dues	1,000.00
Manual	01/21/2022	358089	WA State DOL/4th quarter L&I volunteer hours	255.85
Manual	01/21/2022	358090	FIN/WPTA/Investment policy certification application form	90.00
Manual	01/28/2022	358091	CenturyLink/Citywide telemetry - Jan. 2022	58.37
Manual	01/28/2022	358092	ENG/COBI/Seaborn avenue planning permit	6,869.00
Manual	01/28/2022	358093	Willaim Cooper/LEOFF 1 reimbursement Jul-Dec 2021	867.60
Manual	01/28/2022	358094	Puget Sound Energy/Jan. 2022 green power contract	863.72
Manual	01/28/2022	358095	PCD/University of WA/LCY Bainbridge Island grant	16,000.00
Manual	01/28/2022	358096	Legal/WA ST Bar/Andy Sletten license renewal	478.00

<b>Total Manual Checks and Electronic Disbursements</b>	<b>704,753.38</b>
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Regular Run Checks	02/09/2022	358097-358175	<b>Total Regular Check Run</b>	<b>394,188.42</b>
Regular Run ACH	02/09/2022	604-642	<b>Total Regular ACH Run</b>	<b>223,345.38</b>
			<b>Total Disbursements</b>	<b>1,322,287.18</b>

Retainage Release	N/A	N/A		
Travel Advance	N/A	N/A		

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

 for Karl Shaw

Karl R. Shaw, Accounting Manager

2/3/2022

Date



01/25/2022 13:07  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	196									
APP	001-213000		01/25/2022	UBJAN22	012522			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,758.04	
APP	635-111100		01/25/2022	UBJAN22	012522			CASH AP CASH DISBURSEMENTS JOURNAL			1,758.04
GENERAL LEDGER TOTAL										1,758.04	1,758.04
APP	631-130000		01/25/2022	UBJAN22	012522			DUE TO/FROM CLEARING		1,758.04	
APP	001-130000		01/25/2022	UBJAN22	012522			GENERAL - DUE TO/FROM CLEARING			1,758.04
SYSTEM GENERATED ENTRIES TOTAL										1,758.04	1,758.04
JOURNAL 2022/01/196 TOTAL										3,516.08	3,516.08

01/25/2022 13:07  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2022	1	196	01/25/2022			
	001-130000					GENERAL - DUE TO/FROM CLEARING		1,758.04
	001-213000					GENERAL - ACCOUNTS PAYABLE	1,758.04	
						FUND TOTAL	1,758.04	1,758.04
631	CLEARING FUND	2022	1	196	01/25/2022			
	631-130000					DUE TO/FROM CLEARING	1,758.04	
	635-111100					CASH		1,758.04
						FUND TOTAL	1,758.04	1,758.04

01/25/2022 13:07  
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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

P 4  
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,758.04
631	CLEARING FUND	1,758.04	
	TOTAL	1,758.04	1,758.04

\*\* END OF REPORT - Generated by Jacob Kines \*\*

JK

01/25/2022 13:11  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME      VOUCHER    INVOICE      INV DATE    PO      CHECK RUN      NET

						INVOICE DTL DESC				
598	01/25/2022	MANL	124 WA ST DEPT OF REVENU	253165	DEC21	12/31/2021		EFTDEC21	9,015.44	
	Invoice: DEC21									
				164.02	91411341	553000	DECEMBER 2021 EXCISE TAXES			
				609.51	91421351	553000	FINANCE - WATER EXTRNL TAXES			
				4,328.26	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
				60.57	91411341	553000	FINANCE - WATER EXTRNL TAXES			
				282.81	91431383	553000	FINANCE - SSWM - EXTRNL TAXES			
				3,049.84	91411341	553000	FINANCE - WATER EXTRNL TAXES			
				443.70	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
				13.79	62471591	531100	BLDG-SUPPLIES			
				5.94	51011211	531100	00589	PD-COMM OUTREACH-SUPPLIES		
				32.86	51011211	531100	PD-C/E-ADM-SUPPLIES			
				3.06	11011116	531100	COUNCIL - SUPPLIES			
				1.53	31011131	531100	EX-GF-SUPPLIES			
				1.53	36011143	531100	CLERK-C/E SUPPLIES			
				1.53	41011141	531100	FIN - C/E ADMIN SUPPLIES			
				2.64	11011116	531100	COUNCIL - SUPPLIES			
				13.85	21011125	531100	COURT - SUPPLIES			

CHECK      598 TOTAL:      9,015.44

NUMBER OF CHECKS      1      \*\*\* CASH ACCOUNT TOTAL \*\*\*      9,015.44

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	9,015.44

\*\*\* GRAND TOTAL \*\*\*      9,015.44

01/25/2022 13:11  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 2  
apcshdsb

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	197									
APP	401-213000		01/25/2022	EFTDEC21	012522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,274.43	
APP	635-111100		01/25/2022	EFTDEC21	012522			CASH AP CASH DISBURSEMENTS JOURNAL			9,015.44
APP	402-213000		01/25/2022	EFTDEC21	012522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,381.47	
APP	403-213000		01/25/2022	EFTDEC21	012522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		282.81	
APP	407-213000		01/25/2022	EFTDEC21	012522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		13.79	
APP	001-213000		01/25/2022	EFTDEC21	012522			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		62.94	
GENERAL LEDGER TOTAL										9,015.44	9,015.44
APP	631-130000		01/25/2022	EFTDEC21	012522			DUE TO/FROM CLEARING		9,015.44	
APP	401-130000		01/25/2022	EFTDEC21	012522			DUE TO/FROM CLEARING			3,274.43
APP	402-130000		01/25/2022	EFTDEC21	012522			DUE TO/FROM CLEARING			5,381.47
APP	403-130000		01/25/2022	EFTDEC21	012522			DUE TO/FROM CLEARING			282.81
APP	407-130000		01/25/2022	EFTDEC21	012522			DUE TO/FROM CLEARING			13.79
APP	001-130000		01/25/2022	EFTDEC21	012522			GENERAL - DUE TO/FROM CLEARING			62.94
SYSTEM GENERATED ENTRIES TOTAL										9,015.44	9,015.44
JOURNAL 2022/01/197 TOTAL										18,030.88	18,030.88

01/25/2022 13:11  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	197	01/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	62.94	62.94
				FUND TOTAL	62.94	62.94
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	197	01/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,274.43	3,274.43
				FUND TOTAL	3,274.43	3,274.43
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	197	01/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,381.47	5,381.47
				FUND TOTAL	5,381.47	5,381.47
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	197	01/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	282.81	282.81
				FUND TOTAL	282.81	282.81
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	197	01/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.79	13.79
				FUND TOTAL	13.79	13.79
631 CLEARING FUND 631-130000 635-111100	2022 1	197	01/25/2022	DUE TO/FROM CLEARING CASH	9,015.44	9,015.44
				FUND TOTAL	9,015.44	9,015.44

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		62.94
401	WATER OPERATING FUND		3,274.43
402	SEWER OPERATING FUND		5,381.47
403	STORM & SURFACE WATER FUND		282.81
407	BUILDING & DEVELOPMENT FUND		13.79
631	CLEARING FUND		
		9,015.44	
	TOTAL	9,015.44	9,015.44

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET							
CHECK NO	CHK DATE	TYPE	VENDOR NAME												
INVOICE DTL DESC															
599	01/26/2022	MANL	969 DEPARTMENT OF LICENS	253218	JAN22 FA		01/25/2022	FA DEC21	204.00						
	Invoice: JAN22 FA					JAN	2022 CPL								
				204.00	41654860	586000	GUN PERMIT OUT								
							CHECK	599 TOTAL:	204.00						
						NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	204.00						
								<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">COUNT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">AMOUNT</td> </tr> <tr> <td style="text-align: right;">TOTAL MANUAL CHECKS</td> <td style="text-align: center;">1</td> <td style="text-align: right;">204.00</td> </tr> </table>	COUNT	1	AMOUNT	TOTAL MANUAL CHECKS	1	204.00	
COUNT	1	AMOUNT													
TOTAL MANUAL CHECKS	1	204.00													
								*** GRAND TOTAL ***	204.00						

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 1	206								
APP 650-213000	01/26/2022	FA DEC21	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		204.00	
APP 635-111100	01/26/2022	FA DEC21	012622			CASH AP CASH DISBURSEMENTS JOURNAL			204.00
GENERAL LEDGER TOTAL								204.00	204.00
APP 631-130000	01/26/2022	FA DEC21	012622			DUE TO/FROM CLEARING		204.00	
APP 650-130000	01/26/2022	FA DEC21	012622			DUE TO/FROM CLEARING			204.00
SYSTEM GENERATED ENTRIES TOTAL								204.00	204.00
JOURNAL 2022/01/206 TOTAL								408.00	408.00

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2022 1	206	01/26/2022	DUE TO/FROM CLEARING CASH	204.00	204.00
				FUND TOTAL	204.00	204.00
650 AGENCY FUND 650-130000 650-213000	2022 1	206	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	204.00	204.00
				FUND TOTAL	204.00	204.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	204.00	
650	AGENCY FUND		204.00
	TOTAL	204.00	204.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
600	01/28/2022	MANL	7314 US BANK	252667	120921JB	12/09/2021	USB1221	651.91
	Invoice: 120921JB			651.91	54025212	532000	POL/PORT OF BROWNSVILLE/M8 FUEL MARINE - FUEL	
	Invoice: 121321JB			252668	121321JB	12/13/2021	USB1221	42.68
				42.68	54025212	531100	POL/WALMART/FESTIVE LIGHTS FOR M8 MARINE - SUPPLIES	
	Invoice: 121321JB-A			252669	121321JB-A	12/13/2021	USB1221	19.49
				19.49	54025212	531100	POL/HOME DEPOT/FESTIVE LIGHTS FOR M8 MARINE - SUPPLIES	
	Invoice: 121621JB			252670	121621JB	12/16/2021	USB1221	-3.73
				-3.73	54025212	531100	POL/WALMART/RETURN LIGHTS MARINE - SUPPLIES	
	Invoice: 121621JB-A			252671	121621JB-A	12/16/2021	USB1221	3.73
				3.73	54025212	531100	POL/WALMART/FESTIVE LIGHTS FOR M8 MARINE - SUPPLIES	
	Invoice: 122121JB			252672	122121JB	12/21/2021	USB1221	-3.24
				-3.24	54025212	531100	POL/HOME DEPOT/RETURN FESTIVE LIGHTS MARINE - SUPPLIES	
	Invoice: 120721KB			252673	120721KB	12/07/2021	USB1221	130.00
				130.00	33011161	544000	HR/NEOGOV/JOB AD TEMP ADMIN SPEC HR-C/E-ADVERTISING	
	Invoice: 121521KB			252674	121521KB	12/15/2021	USB1221	97.65
				97.65	33011161	53110000302	HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT EMPLOYEE RECOG-HR-C/E-SUPPLIES	
	Invoice: 121521KB-A			252675	121521KB-A	12/15/2021	USB1221	295.00
				295.00	33011161	544000	HR/NEOGOV/JOB AD PAYROLL SPECIALIST HR-C/E-ADVERTISING	
	Invoice: 121621KB			252676	121621KB	12/16/2021	USB1221	12.79
				12.79	33011161	53110000302	HR/SAFEWAY/EMPLOYEE APPRECIATION EVENT EMPLOYEE RECOG-HR-C/E-SUPPLIES	
	Invoice: 121721KB			252677	121721KB	12/17/2021	USB1221	10.00
				10.00	33011161	53110000302	HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT EMPLOYEE RECOG-HR-C/E-SUPPLIES	
	Invoice: 122021KB			252678	122021KB	12/20/2021	USB1221	327.00
				327.00	33011161	53110000302	HR/BARBOCOA FOOD TRUCK/EMPLOYEE APPREC EVENT EMPLOYEE RECOG-HR-C/E-SUPPLIES	
	Invoice: 113021ZB			252679	113021ZB	11/30/2021	USB1221	18.75
				18.75	53011212	54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM & BATH TRACKING CANINE-PROF SVCS	



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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 112921BB				252694	112921BB	11/29/2021		USB1221	-72.11
				-72.11	51011211 53110000589	POL/SAFWAY/SMORES W/SQUAD FOOD RETURN PD-COMM OUTREACH-SUPPLIES			
Invoice: 120121BB				252695	120121BB	12/01/2021		USB1221	153.60
				153.60	51011252 53110001069	POL/AMAZON/FACE MASKS X1,000 COVID19-SUPPLIES			
Invoice: 120221BB				252696	120221BB	12/02/2021		USB1221	376.00
				376.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 120421BB				252697	120421BB	12/04/2021		USB1221	84.93
				84.93	51011211 53110000589	POL/MUTT MITT/DOGGIE BAGS PD-COMM OUTREACH-SUPPLIES			
Invoice: 120621BB				252698	120621BB	12/06/2021		USB1221	35.00
				35.00	51011214 443410	POL/MRSC/PRA PRACT ROUNDTABLE - BB PD-C/E-ADMIN-TRAINING			
Invoice: 120621BB-A				252699	120621BB-A	12/06/2021		USB1221	35.00
				35.00	51011120 443410	POL/MRSC/PRA PRACT ROUNDTABLE - LH PD-CLERKS-TRAINING			
Invoice: 120721BB				252700	120721BB	12/07/2021		USB1221	54.40
				54.40	51011211 53110000589	POL/MICHAELS/DISPLAY SUPPLIES POLICE ACADEMY PD-COMM OUTREACH-SUPPLIES			
Invoice: 120721BB-A				252701	120721BB-A	12/07/2021		USB1221	-129.71
				-129.71	55011757 520000	POL/KUHL.COM/RETURN DEFECTIVE PANTS PD-HARBORMASTER-BENEFITS			
Invoice: 121121BB				252702	121121BB	12/11/2021		USB1221	365.10
				365.10	51011211 531100	POL/Form MASTERS/TRIPPLICATE RECEIPT BOOKS PD-C/E-ADM-SUPPLIES			
Invoice: 121121BB-A				252703	121121BB-A	12/11/2021		USB1221	59.95
				59.95	51011211 53110000589	POL/AMAZON/COMMUNITY POL ACADEMY SUPPLIES PD-COMM OUTREACH-SUPPLIES			
Invoice: 121621BB				252704	121621BB	12/16/2021		USB1221	17.40
				17.40	51011211 53110000589	POL/AMAZON/COMMUNITY POL ACADEMY SUPPLIES PD-COMM OUTREACH-SUPPLIES			
Invoice: 121521BB				252705	121521BB	12/15/2021		USB1221	71.54
				71.54	52011212 531100	POL/MENARDS/ROLLING EVIDENCE CART HUSKA POLICE - C/E INVEST SUPPLIES			
Invoice: 121621BB-A				252706	121621BB-A	12/16/2021		USB1221	28.32
				28.32	52011212 531100	POL/AMAZON/WINDOW TREATMENT DETECTIVE OFFICE POLICE - C/E INVEST SUPPLIES			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 121621BB-B				252707	121621BB-B	12/16/2021		USB1221	129.71
				129.71	55011757 520000	POL/KUHL.COM/REPLACE DEFECTIVE PANTS HARBORMASTER			
						PD-HARBORMASTER-BENEFITS			
Invoice: 121721BB				252708	121721BB	12/17/2021		USB1221	20.14
				20.14	51011191 531100	POL/AMAZON/WALL CALENDAR			
						PD-C/E-PROP RM-SUPPLIES			
Invoice: 122021BB				252709	122021BB	12/20/2021		USB1221	130.79
				130.79	51011191 531100	POL/SAFARILAND/EVIDENCE BAGS			
						PD-C/E-PROP RM-SUPPLIES			
Invoice: 122121BB				252710	122121BB	12/21/2021		USB1221	75.06
				75.06	51011252 53110001069	POL/PBS ANIMAL HEALTH CATALOG/DISPOSABLE GLOVES			
						COVID19-SUPPLIES			
Invoice: 122121BB-A				252711	122121BB-A	12/21/2021		USB1221	159.14
				159.14	52011212 531100	POL/TRI-TECH FORENSICS/STERILE WATER			
						POLICE - C/E INVEST SUPPLIES			
Invoice: 122221BB				252712	122221BB	12/22/2021		USB1221	117.42
				117.42	52011212 531100	POL/AMAZON/CLIPBOARD, COTTON SWABS			
						POLICE - C/E INVEST SUPPLIES			
Invoice: 122221JC				252713	122221JC	12/22/2021		USB1221	119.27
				119.27	51011211 53110000589	POL/COSTCO/COMMUNITY POL ACADEMY FOOD			
						PD-COMM OUTREACH-SUPPLIES			
Invoice: 122221JC-A				252714	122221JC-A	12/22/2021		USB1221	57.96
				57.96	51011211 53110000589	POL/SAFEGWAY/COMMUNITY POL ACADEMY FOOD			
						PD-COMM OUTREACH-SUPPLIES			
Invoice: 112921MD				252715	112921MD	11/29/2021		USB1221	57.76
				57.76	81011881 535100	IT/ADOBE CREATIVE CLOUD/CLOUD SOFTWARE			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 120121MD				252716	120121MD	12/01/2021		USB1221	537.00
				537.00	81011881 535100	IT/DOODLE/SCHEDULING SOFTWARE			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 120221MD				252717	120221MD	12/02/2021		USB1221	2,005.13
				2,005.13	81011252 53510001069	IT/ZOOM/VIDEOCONFERENCING SOFTWARE			
						COVID19-SOFTWARE			
Invoice: 120221MD-A				252718	120221MD-A	12/02/2021		USB1221	435.32
				435.32	81011881 535100	IT/DRI/PDF XCHANGE/ANNUAL SW MAINTENANCE			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 120321MD				252719	120321MD	12/03/2021		USB1221	21.78
				21.78	81011881 535500	IT/AMAZON/USB 2.0 TO SERIAL CONVERT CABLE			
						IT - C/E COMPUTER PARTS & EQ			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				252720	120521MD	12/05/2021		USB1221	27.71
Invoice: 120521MD				27.71	81011881 443410	IT/CURB SERVICES/TAXI TO HOTEL CONFERENCE			
						IT - C/E TRAINING			
				252721	120621MD	12/06/2021		USB1221	152.50
Invoice: 120621MD				152.50	81011881 531100	IT/AMAZON/NEW PHONE CASES			
						IT - C/E SUPPLIES			
				252722	120721MD	12/07/2021		USB1221	50.12
Invoice: 120721MD				50.12	81011881 531100	IT/AMAZON/MONITOR RISER STANDS PW-ENG			
						IT - C/E SUPPLIES			
				252723	120621MD-A	12/06/2021		USB1221	30.00
Invoice: 120621MD-A				30.00	81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES			
						IT - C/E TRAINING			
				252724	120721MD-A	12/07/2021		USB1221	12.98
Invoice: 120721MD-A				12.98	81011881 443410	IT/TACOS/DINNER			
						IT - C/E TRAINING			
				252725	120721MD-B	12/07/2021		USB1221	44.59
Invoice: 120721MD-B				44.59	81011881 443410	IT/MGM MARKET/DINNER & BREAKFAST			
						IT - C/E TRAINING			
				252726	120921MD	12/09/2021		USB1221	16.58
Invoice: 120921MD				16.58	81011881 443410	IT/MGM MARKET/BREAKFAST			
						IT - C/E TRAINING			
				252727	121321MD	12/13/2021		USB1221	30.02
Invoice: 121321MD				30.02	81011881 443410	IT/CURB SERVICE/TAXI HOTEL - AIRPORT			
						IT - C/E TRAINING			
				252728	121321MD-A	12/13/2021		USB1221	451.76
Invoice: 121321MD-A				451.76	81011881 535100	IT/DRI*PDF XCHANGE/ANNUAL MAINTENANCE			
						IT - C/E COMPUTER SOFTWARE			
				252729	121321MD-B	12/13/2021		USB1221	256.12
Invoice: 121321MD-B				256.12	81011881 531100	IT/AMAZON/RUGGED PHONES FOR UTILITIES			
						IT - C/E SUPPLIES			
				252730	121021MD	12/10/2021		USB1221	30.00
Invoice: 121021MD				30.00	81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES			
						IT - C/E TRAINING			
				252731	121021MD-A	12/10/2021		USB1221	950.80
Invoice: 121021MD-A				950.80	81011881 443410	IT/MGM GRAND HOTEL/LODGING FEES			
						IT - C/E TRAINING			
				252732	121421MD	12/14/2021		USB1221	90.44
Invoice: 121421MD				90.44	81011881 531100	IT/AMAZON/PHONE HOLDERS FOR UTILITIES			
						IT - C/E SUPPLIES			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				252733	121421MD-A	12/14/2021		USB1221	2,921.00
Invoice: 121421MD-A				2,921.00	81011881 535500	IT/CYBERNETICS/SANS STORAGE SYSTEM ANNUAL MAINT IT - C/E COMPUTER PARTS & EQ			
				252734	121621MD	12/16/2021		USB1221	110.04
Invoice: 121621MD				110.04	81011881 535500	IT/AMAZON/MONITOR MOUNTS PW-ENG IT - C/E COMPUTER PARTS & EQ			
				252735	121621MD-A	12/16/2021		USB1221	959.16
Invoice: 121621MD-A				959.16	81011881 535500	IT/AMAZON/MONITORS FOR PW-ENG IT - C/E COMPUTER PARTS & EQ			
				252736	121621MD-B	12/16/2021		USB1221	163.48
Invoice: 121621MD-B				163.48	81011881 531100	IT/BEST BUY/PRINTER CARTRIDGES FOR WWTP IT - C/E SUPPLIES			
				252737	122221MD	12/22/2021		USB1221	2,300.00
Invoice: 122221MD				2,300.00	81011881 535500	IT/FIRWALLS.COM/ANNUAL MAINTENANCE IT - C/E COMPUTER PARTS & EQ			
				252738	122421MD	12/24/2021		USB1221	3,426.14
Invoice: 122421MD				3,426.14	81011881 531100	IT/DLT SOLUTIONS/CAD SW ANNUAL MAINTENANCE IT - C/E SUPPLIES			
				252739	122421MD-A	12/24/2021		USB1221	685.10
Invoice: 122421MD-A				685.10	81011881 535500	IT/AMAZON/MONITORS, SERVER RACKS IT - C/E COMPUTER PARTS & EQ			
				252740	122421MD-B	12/24/2021		USB1221	239.75
Invoice: 122421MD-B				239.75	81011881 535500	IT/AMAZON/MICE & APPLE PENCILS FOR SERGEANTS IT - C/E COMPUTER PARTS & EQ			
				252741	122421MD-C	12/24/2021		USB1221	106.80
Invoice: 122421MD-C				106.80	81011881 535500	IT/AMAZON/MONITOR STANDS PW-ENG IT - C/E COMPUTER PARTS & EQ			
				252742	122721MD	12/27/2021		USB1221	245.14
Invoice: 122721MD				245.14	81011881 535500	IT/AMAZON/MONITORS, STANDS FOR PW-ENG IT - C/E COMPUTER PARTS & EQ			
				252743	120621MDM	12/06/2021		USB1221	57.00
Invoice: 120621MDM				57.00	61011584 443410	PCD/JURASSIC PARLIAMENT/TRAINING MD PCD - C/E ADM TRAINING			
				252744	120721MDM	12/07/2021		USB1221	57.00
Invoice: 120721MDM				57.00	61011584 443410	PD/JURASSIC PARLIAMENT/TRAINING RA PCD - C/E ADM TRAINING			
				252745	120921MDM	12/09/2021		USB1221	19.69
Invoice: 120921MDM				19.69	63470586 544000	PD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
Invoice: 120921MDM-A				252746	120921MDM-A	12/09/2021		USB1221	2.83
				2.83	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
Invoice: 121021MDM				252747	121021MDM	12/10/2021		USB1221	215.36
				215.36	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
Invoice: 121121MDM				252748	121121MDM	12/11/2021		USB1221	28.44
				28.44	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
Invoice: 121621MDM				252749	121621MDM	12/16/2021		USB1221	21.52
				21.52	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
Invoice: 120121KG				252751	120121KG	12/01/2021		USB1221	90.71
				90.71	72637319 53110000809	ENG/AMAZON/SILICA DESSICANT PACKS WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 121121KG				252752	121121KG	12/11/2021		USB1221	114.65
				114.65	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES PW - C/E SUPPLIES			
Invoice: 121421KG				252753	121421KG	12/14/2021		USB1221	70.10
				70.10	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES PW - C/E SUPPLIES			
Invoice: 121521KG				252754	121521KG	12/15/2021		USB1221	77.04
				77.04	72311473 64980001050	ENG/PAY.GOV/SENIOR CENTER IMPROVEMENTS SCC RENOVATIONS-PERMITS			
Invoice: 121521KG-A				252755	121521KG-A	12/15/2021		USB1221	2,567.93
				2,567.93	72311473 64980001050	ENG/PAY.GOV/SEIOR CENTER IMPROVEMENTS PERMIT SCC RENOVATIONS-PERMITS			
Invoice: 122221KG				252756	122221KG	12/22/2021		USB1221	7.38
				7.38	72411341 531100	ENG/USPS/POSTAGE - SC ENG - WATER ADMIN SUPPLIES			
Invoice: 122221KG-A				252757	122221KG-A	12/22/2021		USB1221	20.00
				20.00	72411341 443410	ENG/WA WASTEWATER COLLECTION/CERTIFY - SC ENG - WATER TRAINING			
Invoice: 121421DH				252758	121421DH	12/14/2021		USB1221	156.98
				156.98	21011252 53110001069	CRT/WALGREENS/6 COVID ANTIGEN SELF TEST KITS COVID19-SUPPLIES			
Invoice: 121621DH				252759	121621DH	12/16/2021		USB1221	154.09
				154.09	21011125 531100	CRT/UNIFORM WAREHOUSE/3 UNIFORMS, 1 HAT, 1 BADGE COURT - SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120121JL				252760 120121JL	12/01/2021		USB1221	4.00
				4.00 52011212 543100		POL/CAPITOL CAMPUS PARKING/PARKING		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 120121JL-A				252761 120121JL-A	12/01/2021		USB1221	6.25
				6.25 52011212 543100		POL/TACOMA NARROWS BRIDGE/BRIDGE TOLL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 120221JL				252762 120221JL	12/02/2021		USB1221	9.25
				9.25 52011212 543100		POL/WSDOT/WALK-ON FERRY PASSAGE TO BI		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121421JL				252763 121421JL	12/14/2021		USB1221	35.80
				35.80 52011212 543100		POL/SHREE'S TRUCK STOP/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121421JL-A				252764 121421JL-A	12/14/2021		USB1221	100.32
				100.32 52011212 543100		POL/MADISON INN/LODGING 1 NIGHT		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121521JL				252766 121521JL	12/15/2021		USB1221	29.06
				29.06 52011212 543100		POL/CHEVRON/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121621JL				252767 121621JL	12/16/2021		USB1221	40.58
				40.58 52011212 543100		POL/MOSES LAKE 76/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121521JL-A				252768 121521JL-A	12/15/2021		USB1221	123.15
				123.15 52011212 543100		POL/DAYS INN & SUITES/LODGING 1 NIGHT		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121621JL-A				252769 121621JL-A	12/16/2021		USB1221	148.35
				148.35 52011212 531100		POL/LES SCHWAB/TIRE CHAINS		
						POLICE - C/E INVEST SUPPLIES		
Invoice: 121521CM				252770 121521CM	12/15/2021		USB1221	294.00
				294.00 53011212 443410		POL/NTOA/REGISTRATION SUPERVISING INCIDENTS CM		
						POLICE - C/E PATROL TRAINING		
Invoice: 112921PN				252771 112921PN	11/29/2021		USB1221	-60.00
				-60.00 11011116 539100		CC/BLACKBIRD BAKERY/REFUND - ERROR		
						COUNCIL-C/E-WORKED MEALS		
Invoice: 112921PN-A				252772 112921PN-A	11/29/2021		USB1221	127.78
				127.78 11011116 539100		CC/BLACKBIRD BAKERY/BREAKFAST OATH OF OFFICE		
						COUNCIL-C/E-WORKED MEALS		
Invoice: 120221PN				252773 120221PN	12/02/2021		USB1221	65.39
				65.39 36011143 531100		EXCC/AMAZON/FOLDING TABLES FOR STORAGE		
						CLERK-C/E SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120321PN				252774 120321PN	12/03/2021		USB1221	48.66
				48.66 11011116 539100			CC/SAFEWAY/SNACKS/DRINKS NEW COUNCIL TRAINING COUNCIL-C/E-WORKED MEALS	
Invoice: 120321PN-A				252775 120321PN-A	12/03/2021		USB1221	349.00
				349.00 11011116 443410			CC/PAYPAL HEALTH MGMT/STATE OF REFORM CONF - JD COUNCIL - TRAINING	
Invoice: 120321PN-B				252776 120321PN-B	12/03/2021		USB1221	21.20
				21.20 11011116 539100			CC/BLACKBIRD BAKERY/COOKIES NEW COUNCIL TRAINING COUNCIL-C/E-WORKED MEALS	
Invoice: 120621PN				252777 120621PN	12/06/2021		USB1221	228.75
				228.75 11011116 443410			CC/ECO 2021 CONGRESS/ECOCITY WORLD SUMMIT - LS COUNCIL - TRAINING	
Invoice: 121721PN				252778 121721PN	12/17/2021		USB1221	392.40
				392.40 11011116 531100			CC/SQ FELKEY CREATIVE/PHOTOS NEW COUNCILMEMBERS COUNCIL - SUPPLIES	
Invoice: 122221PN				252779 122221PN	12/22/2021		USB1221	1,181.00
				1,181.00 36011143 541100			EXCC/BAINBRIDGE SELF STORAGE/FILE STORAGE DEC-JAN CLERK-C/E-PROF SVCS	
Invoice: 122221PN-A				252780 122221PN-A	12/22/2021		USB1221	52.36
				52.36 11011116 539100			CC/TOWN & COUNTRY/SNACKS OATH OF OFFICE CEREMONY COUNCIL-C/E-WORKED MEALS	
Invoice: 120221DP				252781 120221DP	12/02/2021		USB1221	150.00
				150.00 41011144 443410			FIN/GFOA/ANNUAL GAAP UPDATE - DP FIN - C/E TRAINING	
Invoice: 121721DP				252782 121721DP	12/17/2021		USB1221	125.00
				125.00 41011144 443410			FIN/AWC/COMPLIANCE USING ARPA FUNDS - DP FIN - C/E TRAINING	
Invoice: 112921MS				252783 112921MS	11/29/2021		USB1221	-23.96
				-23.96 61011581 531100			PCD/COSTCO/RETURN STORAGE BINS PCD - C/E ADMIN SUPPLIES	
Invoice: 113021MS				252784 113021MS	11/30/2021		USB1221	27.00
				27.00 61011584 443410			PCD/JURASSIC PARLIAMENT/TRAINING - MS PCD - C/E ADM TRAINING	
Invoice: 120121MS				252785 120121MS	12/01/2021		USB1221	-25.60
				-25.60 61011581 531100			PCD/AMAZON/RETURN RETRACTABLE BELT BARRIER PCD - C/E ADMIN SUPPLIES	
Invoice: 120221MS				252786 120221MS	12/02/2021		USB1221	1.74
				1.74 61470581 549100			PCD/KITSAP SUN/6 MONTH DIGITAL RENEWAL PCD - DEV ADMIN DUES/SUBSCR	

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
252787	120321MS	12/03/2021		USB1221	900.00
		PCD/PY STORAGE/ANNUAL ARCHIVE STORAGE FEES			
900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
252788	120621MS	12/06/2021		USB1221	484.88
		PCD/AMAZON/PRINTER INK, GOOF OFF CLEANER			
484.88	61011581 531100	PCD - C/E ADMIN SUPPLIES			
252789	121021MS	12/10/2021		USB1221	50.00
		PCD/WWU EMARKETS/TRAINING PB			
50.00	61011584 443410	PCD - C/E ADM TRAINING			
252790	121021MS-A	12/10/2021		USB1221	50.00
		PD/WWU EMARKETS/TRAINING AH			
50.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
252791	121021MS-B	12/10/2021		USB1221	50.00
		PD/WWU EMARKETS/TRAINING DM			
50.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
252792	121021MS-C	12/10/2021		USB1221	17.15
		PCD/AMAZON/CALENDAR			
17.15	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
252793	121321MS	12/13/2021		USB1221	2.10
		PCD/WA ECOLOGY/TRAINING AH			
2.10	63011586 443410	CUR - C/E TRAINING TRAVEL			
252795	121321MS-A	12/13/2021		USB1221	50.00
		PCD/WA ECOLOGY/TRAINING AH			
50.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
252796	121421MS	12/14/2021		USB1221	178.86
		PCD/AMAZON/PAPER, PENS, FOOT STOOL			
178.86	61011581 531100	PCD - C/E ADMIN SUPPLIES			
252797	121721MS	12/17/2021		USB1221	280.00
		PCD/EVENT LAND USE CASE/TRAINING 8 EMPLOYEES			
280.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
252798	122121MS	12/21/2021		USB1221	39.40
		PCD/SLUY'S BAKERY/DEPARTMENT CELEBRATION			
39.40	61011581 531100	PCD - C/E ADMIN SUPPLIES			
252799	122421MS	12/24/2021		USB1221	38.14
		PCD/BI-MART/METAL ROLLING CART			
38.14	61011581 531100	PCD - C/E ADMIN SUPPLIES			
252800	112921WS	11/29/2021		USB1221	19.30
		POL/PIZZA HUT/MEAL			
19.30	53011212 443410	POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 120121WS				252801	120121WS	12/01/2021		USB1221	46.51
				46.51	53011212 443410	POL/PORTERHOUSE STEAKHOUSE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120121WS-A				252802	120121WS-A	12/01/2021		USB1221	17.05
				17.05	53011212 443410	POL/SUBWAY/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 113021WS				252803	113021WS	11/30/2021		USB1221	10.94
				10.94	53011212 443410	POL/ARBYS/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120121WS-B				252804	120121WS-B	12/01/2021		USB1221	284.84
				284.84	53011212 443410	POL/HOLIDAY INN/LODGING 2 NIGHTS			
						POLICE - C/E PATROL TRAINING			
Invoice: 120221WS				252805	120221WS	12/02/2021		USB1221	50.32
				50.32	53011212 443410	POL/AM/PM/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120121WS-C				252806	120121WS-C	12/01/2021		USB1221	56.57
				56.57	53011212 443410	POL/CIRCLE K/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120921WS				252807	120921WS	12/09/2021		USB1221	288.84
				288.84	52011212 520000	POL/GALLS/DETECTIVE JACKET HUSKA			
						POLICE - C/E INVEST BENEFITS			
Invoice: 120621JF				252813	120621JF	12/06/2021		USB1221	4.46
				4.46	53011212 443410	POL/ACADEMY CAFE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120721JF				252814	120721JF	12/07/2021		USB1221	37.95
				37.95	53011212 443410	POL/SHELL/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120821JF				252815	120821JF	12/08/2021		USB1221	13.82
				13.82	53011212 443410	POL/AUNT BECKY'S DELI/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120821JF-A				252816	120821JF-A	12/08/2021		USB1221	29.76
				29.76	53011212 443410	POL/SHELL/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120921JF				252817	120921JF	12/09/2021		USB1221	13.40
				13.40	53011212 443410	POL/ACADEMY CAFE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120921JF-A				252818	120921JF-A	12/09/2021		USB1221	7.96
				7.96	53011212 443410	POL/ACADEMY CAFE/MEAL			
						POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 120921JF-B				252819	120921JF-B	12/09/2021		USB1221	28.58
				28.58	53011212 443410	POL/SHELL/FUEL POLICE - C/E PATROL TRAINING			
Invoice: 121021JF				252820	121021JF	12/10/2021		USB1221	14.36
				14.36	53011212 443410	POL/SHELL/FUEL POLICE - C/E PATROL TRAINING			
Invoice: 120221AL				252821	120221AL	12/02/2021		USB1221	3,000.00
				3,000.00	31011256 541100	EX/NOLS/WILDERNESS FIRST RESPOND TRAINING AL EX-GF-EMERG PREP-PROF SVCS			
Invoice: 120221AL-A				252822	120221AL-A	12/02/2021		USB1221	241.04
				241.04	31011256 531100	EX/AMAZON/SUPPLIES FOR HAM RADIO TEAM EX-GF-EMERG PREP-SUPPLIES			
Invoice: 120321AL				252823	120321AL	12/03/2021		USB1221	60.56
				60.56	31011256 541100	EX/GARMIN/SERVICE FEE FOR GARMIN INREACH EX-GF-EMERG PREP-PROF SVCS			
Invoice: 120621AL				252824	120621AL	12/06/2021		USB1221	129.50
				129.50	31011229 54110001069	EX/NCSI/VOLUNTEER BACKGROUND CHECKS COVID19 TESTING-PROF SVCS			
Invoice: 121321AL				252825	121321AL	12/13/2021		USB1221	395.10
				395.10	31011229 53110001069	EX/AMAZON/N95S FOR TEST & VACCINE SITES TESTING-COVID19-SUPPLIES			
Invoice: 123121AL-A				252826	123121AL-A	12/13/2021		USB1221	250.00
				250.00	31011229 53110001069	EX/STARBUCKS/GIFT CARDS FOR VOLUNTEERS TESTING-COVID19-SUPPLIES			
Invoice: 121321AL-B				252827	121321AL-B	12/13/2021		USB1221	7.62
				7.62	31011229 53110001069	EX/RITE AID/VOLUNTEER THANK YOU CARDS TESTING-COVID19-SUPPLIES			
Invoice: 121421AL				252828	121421AL	12/14/2021		USB1221	22.12
				22.12	31011229 53110001069	EX/CARLYS CAFE/TEST SITE VOLUNTEER COFFEE TESTING-COVID19-SUPPLIES			
Invoice: 121621AL				252829	121621AL	12/16/2021		USB1221	21,410.04
				21,410.04	31011252 53110001123	EX/TRAILER BOSS/2 TRAILERS FOR HUBS EMPG 21 GRANT FEMA EMPG-S GRANT-SUPPLIES			
Invoice: 122021AL				252830	122021AL	12/20/2021		USB1221	150.03
				150.03	31011256 541100	EX/GARMIN/ACTIVATION FEES FOR INREACH EX-GF-EMERG PREP-PROF SVCS			
Invoice: 122121AL				252832	122121AL	12/21/2021		USB1221	32.64
				32.64	31011229 53110001069	EX/CARLYS CAFE/COFFEE FOR TEST SITE VOLUNTEERS TESTING-COVID19-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 122721AL				252833 122721AL	12/27/2021		USB1221	49.04
				49.04 31011256 531100		EX/ACE/TEA KETTLE FOR WARMING CENTER		
						EX-GF-EMERG PREP-SUPPLIES		
Invoice: 113021DM				252895 113021DM	11/30/2021		USB1221	864.60
				864.60 73411345 548100		PW/CIMCO-GC/SOLENOID CONTROL VALVE		
						REPAIRS & MAINTENANCE		
Invoice: 120121DM				252896 120121DM	12/01/2021		USB1221	6.25
				6.25 73411345 548100		PW/WSDOT GOODTOGO/TOLL CHARGE		
						REPAIRS & MAINTENANCE		
Invoice: 120721DM				252897 120721DM	12/07/2021		USB1221	435.99
				435.99 73637891 531100		PW/COSTCO/BOTTLED WATER		
						OFFICE SUPPLIES		
Invoice: 122021DM				252898 122021DM	12/20/2021		USB1221	327.00
				327.00 73111290 531100		PW/AMAZON/DISPOSABLE LATEX GLOVES		
						O&M-STREET-MAINT O/H-SUPPLIES		
Invoice: 122121DM				252899 122121DM	12/21/2021		USB1221	1,069.29
				1,069.29 73637891 443410		PW/PROJECT MGNMT INST/TRAINING CERTIFICATION - AC		
						O&M-ALLOC ADM-TRAINING EXP		
Invoice: 122021CK				252900 122021CK	12/20/2021		USB1221	20.00
				20.00 73421355 549100		PW/WWCPA/CERTIFICATE RENEWAL - AC		
						WIN COLL-DUES/SUBCRIP		
Invoice: 122021CK-A				252901 122021CK-A	12/20/2021		USB1221	20.00
				20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - RN		
						WIN COLL-DUES/SUBCRIP		
Invoice: 120221CK				252902 120221CK	12/02/2021		USB1221	300.00
				300.00 73011189 545000		PW/PY STORAGE/STORAGE RENTAL		
						O&M - C/E FACIL RENTS & LEASES		
Invoice: 120121CK				252903 120121CK	12/01/2021		USB1221	6,318.52
				2,646.07 73411345 531100		PW/USA BLUEBOOK/TUBES, GLOVES, STRIPE WAND		
				759.25 73421355 531100		OFFICE SUPPLIES		
				2,913.20 73425358 531100		WIN COLL-SUPPLIES		
						O&M-WWTP-SUPPLIES		
Invoice: 122121CK				252904 122121CK	12/21/2021		USB1221	20.00
				20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - CK		
						WIN COLL-DUES/SUBCRIP		
Invoice: 120121CK-A				252905 120121CK-A	12/21/2021		USB1221	20.00
				20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - NP		
						WIN COLL-DUES/SUBCRIP		
Invoice: 122121CK-B				252906 122121CK-B	12/21/2021		USB1221	20.00
						PW/WWCPA/CERT RENEWAL - RG		



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				519.40 61011581 531100		PCD - C/E ADMIN SUPPLIES		
Invoice: 122121JR				252969 122121JR	12/21/2021	USB1221		388.90
				388.90 62471591 531100		PCD/AMAZON/PLAN SET STORAGE BAGS BLDG-SUPPLIES		
Invoice: 122121JR-A				252970 122121JR-A	12/21/2021	USB1221		153.18
				153.18 62471591 531100		PCD/BAGSUNLIMITED.COM/PLAN SET STORAGE BAGS BLDG-SUPPLIES		
Invoice: 121721JR-A				252971 121721JR-A	12/17/2021	USB1221		34.96
				34.96 73011755 531100		PW/EVERGREEN PACIFIC/TIDE CALENDARS O&M O&M-COMMONS SUPPLIES		
Invoice: 121321JR-A				252972 121321JR-A	12/13/2021	USB1221		147.15
				147.15 73111427 531100		PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES		
Invoice: 121321JR-B				252973 121321JR-B	12/13/2021	USB1221		34.97
				34.97 73111427 531100		PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES		
Invoice: 121321JR-C				252974 121321JR-C	12/13/2021	USB1221		217.95
				217.95 73111427 531100		PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES		
Invoice: 113021RL				253066 113021RL	11/30/2021	USB1221		84.90
				33.96 11011116 531100		EX,EXCC,FIN/NAMETAGCOUNTRY/MAGNETIC NAMETAGS COUNCIL - SUPPLIES		
				16.98 31011131 531100		EX-GF-SUPPLIES		
				16.98 36011143 531100		CLERK-C/E SUPPLIES		
				16.98 41011141 531100		FIN - C/E ADMIN SUPPLIES		
Invoice: 120121RL				253067 120121RL	12/01/2021	USB1221		121.67
				121.67 31011131 531100		EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES		
Invoice: 120221RL				253068 120221RL	12/02/2021	USB1221		29.30
				29.30 11011116 531100		CC/DINN BROTHERS/COUNCIL NAMEPLATES COUNCIL - SUPPLIES		
Invoice: 120221RL-A				253069 120221RL-A	12/02/2021	USB1221		79.46
				79.46 31011131 531100		EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES		
Invoice: 120221RL-B				253070 120221RL-B	12/02/2021	USB1221		59.95
				59.95 31011131 531100		EX/A<AZPM/STANDING DESK MAT EX-GF-SUPPLIES		
Invoice: 120521RL				253071 120521RL	12/05/2021	USB1221		38.14
				38.14 11011116 531100		CC/WORLD MARKET/HOLIDAY DECORATIONS COUNCIL - SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120521RL-A				253072 120521RL-A	12/05/2021		USB1221	29.63
				29.63 41011141 531100	FIN/AMAZON/CALENDAR			
					FIN - C/E ADMIN SUPPLIES			
Invoice: 120521RL-B				253073 120521RL-B	12/05/2021		USB1221	48.76
				48.76 31011131 549100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 120521RL-C				253074 120521RL-C	12/05/2021		USB1221	202.74
				202.74 31011131 531100	EX/LOWES/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120521RL-D				253075 120521RL-D	12/05/2021		USB1221	20.70
				20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120621RL				253076 120621RL	12/06/2021		USB1221	20.70
				20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL				253077 120821RL	12/08/2021		USB1221	363.85
				363.85 41011141 531100	FIN/PITNEY BOWES/POSTAGE MACHINE INK			
					FIN - C/E ADMIN SUPPLIES			
Invoice: 120721RL				253078 120721RL	12/07/2021		USB1221	104.36
				104.36 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120621RL-A				253079 120621RL-A	12/06/2021		USB1221	89.87
				89.87 31011131 531100	EX/DANAS ON BI/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL-A				253080 120821RL-A	12/08/2021		USB1221	58.80
				58.80 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL-B				253081 120821RL-B	12/08/2021		USB1221	19.61
				19.61 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120921RL				253082 120921RL	12/09/2021		USB1221	603.46
				603.46 32011152 549100	LEGAL/THOMSON WEST/ONLINE LEGAL SUBSCRIPTION			
					LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-A				253083 120921RL-A	12/09/2021		USB1221	109.00
				109.00 32011152 549100	LEGAL/LEXISNEXIS/ONLINE LEGAL SUBSCRIPTION			
					LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-B				253084 120921RL-B	12/09/2021		USB1221	-34.88
				-34.88 31011131 531100	EX/DANAS ON BI/HOLIDAY DECORATION RETURN			
					EX-GF-SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 121121RL	253085 121121RL	12/11/2021		USB1221	9.79
	9.79 11011116 531100	CC/WALMART/WRAPPING PAPER/TWINE COUNCIL - SUPPLIES			
Invoice: 121121RL-A	253086 121121RL-A	12/11/2021		USB1221	21.76
	21.76 31011131 531100	EX/RITE-AID/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 113021KD-A	253103 113021KD-A	11/30/2021		USB1221	9.99
	9.99 31011572 549100	EX/KITSAP SUN/ONLINE SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 120321KD	253104 120321KD	12/03/2021		USB1221	117.68
	117.68 31011572 531100	EX/AMAZON/STORAGE BOX FOR REUSABLE CUPS EX-GF-OUTREACH-SUPPLIES			
Invoice: 120821KD	253105 120821KD	12/08/2021		USB1221	76.30
	76.30 31011572 549100	EX/CONSTANT CONTACT/CITY MNGR REPORT SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 122221KD	253106 122221KD	12/22/2021		USB1221	42.49
	42.49 31011572 53550000567	EX/B&H PHOTO/CARD READER FOR VIDEO PROJECTS EX-GF-OUTREACH-PEG NON-CAP			
Invoice: 120221KS	253115 120221KS	12/02/2021		USB1221	125.00
	125.00 41011144 443410	FIN/AWV/ARPA WEBINAR - KS FIN - C/E TRAINING			
Invoice: 120421KS	253116 120421KS	12/04/2021		USB1221	11.75
	11.75 31011131 531100	EX/ACE HARDWARE/CITY HALL ORNAMENTS EX-GF-SUPPLIES			
Invoice: 120621KS	253117 120621KS	12/06/2021		USB1221	85.00
	85.00 41011144 443410	FIN/GFOA/NOTE TO F/S WEBINAR - KS FIN - C/E TRAINING			
Invoice: 121121KS	253118 121121KS	12/11/2021		USB1221	3.04
	3.04 31011131 531100	EX/ACE HARDWARE/WRAPPING PAPER EX-GF-SUPPLIES			
Invoice: 122021KS	253119 122021KS	12/20/2021		USB1221	219.00
	219.00 41011144 443410	FIN/AURORA TRAINING/1099 TRAINING - JK FIN - C/E TRAINING			
Invoice: 120721JH	253213 120721JH	12/07/2021		USB1221	95.00
	95.00 65011597 549100	PCD/INT'L CODE COUNCIL/CERTIFICATION RENEWAL CODE - C/E DUES/SUBSCRIPTIONS			
				CHECK 600 TOTAL:	72,769.99

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NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 72,769.99

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	72,769.99

\*\*\* GRAND TOTAL \*\*\* 72,769.99

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JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	213									
APP	001-213000		01/28/2022	USB1221	012822			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		58,098.51	
APP	635-111100		01/28/2022	USB1221	012822			CASH AP CASH DISBURSEMENTS JOURNAL			72,769.99
APP	407-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,049.09	
APP	631-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,595.99	
APP	301-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,644.97	
APP	401-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,544.30	
APP	101-213000		01/28/2022	USB1221	012822			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		959.68	
APP	402-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,877.45	
GENERAL LEDGER TOTAL										72,769.99	72,769.99
APP	631-130000		01/28/2022	USB1221	012822			DUE TO/FROM CLEARING		71,174.00	
APP	001-130000		01/28/2022	USB1221	012822			GENERAL - DUE TO/FROM CLEARING			58,098.51
APP	407-130000		01/28/2022	USB1221	012822			DUE TO/FROM CLEARING			2,049.09
APP	301-130000		01/28/2022	USB1221	012822			DUE TO/FROM CLEARING			2,644.97
APP	401-130000		01/28/2022	USB1221	012822			DUE TO/FROM CLEARING			3,544.30
APP	101-130000		01/28/2022	USB1221	012822			STREETS - DUE TO/FROM CLEARING			959.68
APP	402-130000		01/28/2022	USB1221	012822			DUE TO/FROM CLEARING			3,877.45
SYSTEM GENERATED ENTRIES TOTAL										71,174.00	71,174.00
JOURNAL 2022/01/213 TOTAL										143,943.99	143,943.99

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022	1	213	01/28/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	58,098.51	58,098.51
					FUND TOTAL	58,098.51	58,098.51
101 STREET FUND 101-130000 101-213000	2022	1	213	01/28/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	959.68	959.68
					FUND TOTAL	959.68	959.68
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022	1	213	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,644.97	2,644.97
					FUND TOTAL	2,644.97	2,644.97
401 WATER OPERATING FUND 401-130000 401-213000	2022	1	213	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,544.30	3,544.30
					FUND TOTAL	3,544.30	3,544.30
402 SEWER OPERATING FUND 402-130000 402-213000	2022	1	213	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,877.45	3,877.45
					FUND TOTAL	3,877.45	3,877.45
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022	1	213	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,049.09	2,049.09
					FUND TOTAL	2,049.09	2,049.09
631 CLEARING FUND 631-130000 631-213000 635-111100	2022	1	213	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	71,174.00 1,595.99	72,769.99
					FUND TOTAL	72,769.99	72,769.99

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		58,098.51
101	STREET FUND		959.68
301	CAPITAL CONSTRUCTION FUND		2,644.97
401	WATER OPERATING FUND		3,544.30
402	SEWER OPERATING FUND		3,877.45
407	BUILDING & DEVELOPMENT FUND		2,049.09
631	CLEARING FUND		
		71,174.00	
	TOTAL	71,174.00	71,174.00

\*\* END OF REPORT - Generated by Jacob Kines \*\*

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
600	01/28/2022	VOID	7314 US BANK	252667	120921JB	12/09/2021	USB1221	-651.91
						POL/PORT OF BROWNSVILLE/M8	FUEL	
				-651.91	54025212 532000	MARINE - FUEL		
				252668	121321JB	12/13/2021	USB1221	-42.68
						POL/WALMART/FESTIVE LIGHTS FOR M8		
				-42.68	54025212 531100	MARINE - SUPPLIES		
				252669	121321JB-A	12/13/2021	USB1221	-19.49
						POL/HOME DEPOT/FESTIVE LIGHTS FOR M8		
				-19.49	54025212 531100	MARINE - SUPPLIES		
				252670	121621JB	12/16/2021	USB1221	3.73
						POL/WALMART/RETURN LIGHTS		
				3.73	54025212 531100	MARINE - SUPPLIES		
				252671	121621JB-A	12/16/2021	USB1221	-3.73
						POL/WALMART/FESTIVE LIGHTS FOR M8		
				-3.73	54025212 531100	MARINE - SUPPLIES		
				252672	122121JB	12/21/2021	USB1221	3.24
						POL/HOME DEPOT/RETURN FESTIVE LIGHTS		
				3.24	54025212 531100	MARINE - SUPPLIES		
				252673	120721KB	12/07/2021	USB1221	-130.00
						HR/NEOGOV/JOB AD TEMP ADMIN SPEC		
				-130.00	33011161 544000	HR-C/E-ADVERTISING		
				252674	121521KB	12/15/2021	USB1221	-97.65
						HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT		
				-97.65	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES		
				252675	121521KB-A	12/15/2021	USB1221	-295.00
						HR/NEOGOV/JOB AD PAYROLL SPECIALIST		
				-295.00	33011161 544000	HR-C/E-ADVERTISING		
				252676	121621KB	12/16/2021	USB1221	-12.79
						HR/SAFEWAY/EMPLOYEE APPRECIATION EVENT		
				-12.79	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES		
				252677	121721KB	12/17/2021	USB1221	-10.00
						HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT		
				-10.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES		
				252678	122021KB	12/20/2021	USB1221	-327.00
						HR/BARBOCOA FOOD TRUCK/EMPLOYEE APPREC EVENT		
				-327.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES		
				252679	113021ZB	11/30/2021	USB1221	-18.75
						POL/SALTY DOG WASH/K9 NAIL TRIM & BATH		
				-18.75	53011212 54110000962	TRACKING CANINE-PROF SVCS		



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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 112921BB				252694	112921BB	11/29/2021		USB1221	72.11
				72.11	51011211 53110000589	POL/SAFWAY/SMORES W/SQUAD FOOD RETURN PD-COMM OUTREACH-SUPPLIES			
Invoice: 120121BB				252695	120121BB	12/01/2021		USB1221	-153.60
				-153.60	51011252 53110001069	POL/AMAZON/FACE MASKS X1,000 COVID19-SUPPLIES			
Invoice: 120221BB				252696	120221BB	12/02/2021		USB1221	-376.00
				-376.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 120421BB				252697	120421BB	12/04/2021		USB1221	-84.93
				-84.93	51011211 53110000589	POL/MUTT MITT/DOGGIE BAGS PD-COMM OUTREACH-SUPPLIES			
Invoice: 120621BB				252698	120621BB	12/06/2021		USB1221	-35.00
				-35.00	51011214 443410	POL/MRSC/PRA PRACT ROUNDTABLE - BB PD-C/E-ADMIN-TRAINING			
Invoice: 120621BB-A				252699	120621BB-A	12/06/2021		USB1221	-35.00
				-35.00	51011120 443410	POL/MRSC/PRA PRACT ROUNDTABLE - LH PD-CLERKS-TRAINING			
Invoice: 120721BB				252700	120721BB	12/07/2021		USB1221	-54.40
				-54.40	51011211 53110000589	POL/MICHAELS/DISPLAY SUPPLIES POLICE ADADEMY PD-COMM OUTREACH-SUPPLIES			
Invoice: 120721BB-A				252701	120721BB-A	12/07/2021		USB1221	129.71
				129.71	55011757 520000	POL/KUHL.COM/RETURN DEFECTIVE PANTS PD-HARBORMASTER-BENEFITS			
Invoice: 121121BB				252702	121121BB	12/11/2021		USB1221	-365.10
				-365.10	51011211 531100	POL/Form MASTERS/TRIPPLICATE RECEIPT BOOKS PD-C/E-ADM-SUPPLIES			
Invoice: 121121BB-A				252703	121121BB-A	12/11/2021		USB1221	-59.95
				-59.95	51011211 53110000589	POL/AMAZON/COMMUNITY POL ACADEMY SUPPLIES PD-COMM OUTREACH-SUPPLIES			
Invoice: 121621BB				252704	121621BB	12/16/2021		USB1221	-17.40
				-17.40	51011211 53110000589	POL/AMAZON/COMMUNITY POL ACADEMY SUPPLIES PD-COMM OUTREACH-SUPPLIES			
Invoice: 121521BB				252705	121521BB	12/15/2021		USB1221	-71.54
				-71.54	52011212 531100	POL/MENARDS/ROLLING EVIDENCE CART HUSKA POLICE - C/E INVEST SUPPLIES			
Invoice: 121621BB-A				252706	121621BB-A	12/16/2021		USB1221	-28.32
				-28.32	52011212 531100	POL/AMAZON/WINDOW TREATMENT DETECTIVE OFFICE POLICE - C/E INVEST SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 121621BB-B				252707 121621BB-B	12/16/2021		USB1221	-129.71
				-129.71 55011757 520000		POL/KUHL.COM/REPLACE DEFECTIVE PANTS HARBORMASTER PD-HARBORMASTER-BENEFITS		
Invoice: 121721BB				252708 121721BB	12/17/2021		USB1221	-20.14
				-20.14 51011191 531100		POL/AMAZON/WALL CALENDAR PD-C/E-PROP RM-SUPPLIES		
Invoice: 122021BB				252709 122021BB	12/20/2021		USB1221	-130.79
				-130.79 51011191 531100		POL/SAFARILAND/EVIDENCE BAGS PD-C/E-PROP RM-SUPPLIES		
Invoice: 122121BB				252710 122121BB	12/21/2021		USB1221	-75.06
				-75.06 51011252 53110001069		POL/PBS ANIMAL HEALTH CATALOG/DISPOSABLE GLOVES COVID19-SUPPLIES		
Invoice: 122121BB-A				252711 122121BB-A	12/21/2021		USB1221	-159.14
				-159.14 52011212 531100		POL/TRI-TECH FORENSICS/STERILE WATER POLICE - C/E INVEST SUPPLIES		
Invoice: 122221BB				252712 122221BB	12/22/2021		USB1221	-117.42
				-117.42 52011212 531100		POL/AMAZON/CLIPBOARD, COTTON SWABS POLICE - C/E INVEST SUPPLIES		
Invoice: 122221JC				252713 122221JC	12/22/2021		USB1221	-119.27
				-119.27 51011211 53110000589		POL/COSTCO/COMMUNITY POL ACADEMY FOOD PD-COMM OUTREACH-SUPPLIES		
Invoice: 122221JC-A				252714 122221JC-A	12/22/2021		USB1221	-57.96
				-57.96 51011211 53110000589		POL/SAFEWAY/COMMUNITY POL ACADEMY FOOD PD-COMM OUTREACH-SUPPLIES		
Invoice: 112921MD				252715 112921MD	11/29/2021		USB1221	-57.76
				-57.76 81011881 535100		IT/ADOBE CREATIVE CLOUD/CLOUD SOFTWARE IT - C/E COMPUTER SOFTWARE		
Invoice: 120121MD				252716 120121MD	12/01/2021		USB1221	-537.00
				-537.00 81011881 535100		IT/DOODLE/SCHEDULING SOFTWARE IT - C/E COMPUTER SOFTWARE		
Invoice: 120221MD				252717 120221MD	12/02/2021		USB1221	-2,005.13
				-2,005.13 81011252 53510001069		IT/ZOOM/VIDEOCONFERENCING SOFTWARE COVID19-SOFTWARE		
Invoice: 120221MD-A				252718 120221MD-A	12/02/2021		USB1221	-435.32
				-435.32 81011881 535100		IT/DRI/PDF XCHANGE/ANNUAL SW MAINTENANCE IT - C/E COMPUTER SOFTWARE		
Invoice: 120321MD				252719 120321MD	12/03/2021		USB1221	-21.78
				-21.78 81011881 535500		IT/AMAZON/USB 2.0 TO SERIAL CONVERT CABLE IT - C/E COMPUTER PARTS & EQ		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120521MD				252720 120521MD	12/05/2021		USB1221	-27.71
				-27.71 81011881 443410	IT/CURB SERVICES/TAXI TO HOTEL CONFERENCE	IT - C/E TRAINING		
Invoice: 120621MD				252721 120621MD	12/06/2021		USB1221	-152.50
				-152.50 81011881 531100	IT/AMAZON/NEW PHONE CASES	IT - C/E SUPPLIES		
Invoice: 120721MD				252722 120721MD	12/07/2021		USB1221	-50.12
				-50.12 81011881 531100	IT/AMAZON/MONITOR RISER STANDS PW-ENG	IT - C/E SUPPLIES		
Invoice: 120621MD-A				252723 120621MD-A	12/06/2021		USB1221	-30.00
				-30.00 81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES	IT - C/E TRAINING		
Invoice: 120721MD-A				252724 120721MD-A	12/07/2021		USB1221	-12.98
				-12.98 81011881 443410	IT/TACOS/DINNER	IT - C/E TRAINING		
Invoice: 120721MD-B				252725 120721MD-B	12/07/2021		USB1221	-44.59
				-44.59 81011881 443410	IT/MGM MARKET/DINNER & BREAKFAST	IT - C/E TRAINING		
Invoice: 120921MD				252726 120921MD	12/09/2021		USB1221	-16.58
				-16.58 81011881 443410	IT/MGM MARKET/BREAKFAST	IT - C/E TRAINING		
Invoice: 121321MD				252727 121321MD	12/13/2021		USB1221	-30.02
				-30.02 81011881 443410	IT/CURB SERVICE/TAXI HOTEL - AIRPORT	IT - C/E TRAINING		
Invoice: 121321MD-A				252728 121321MD-A	12/13/2021		USB1221	-451.76
				-451.76 81011881 535100	IT/DRI*PDF XCHANGE/ANNUAL MAINTENANCE	IT - C/E COMPUTER SOFTWARE		
Invoice: 121321MD-B				252729 121321MD-B	12/13/2021		USB1221	-256.12
				-256.12 81011881 531100	IT/AMAZON/RUGGED PHONES FOR UTILITIES	IT - C/E SUPPLIES		
Invoice: 121021MD				252730 121021MD	12/10/2021		USB1221	-30.00
				-30.00 81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES	IT - C/E TRAINING		
Invoice: 121021MD-A				252731 121021MD-A	12/10/2021		USB1221	-950.80
				-950.80 81011881 443410	IT/MGM GRAND HOTEL/LODGING FEES	IT - C/E TRAINING		
Invoice: 121421MD				252732 121421MD	12/14/2021		USB1221	-90.44
				-90.44 81011881 531100	IT/AMAZON/PHONE HOLDERS FOR UTILITIES	IT - C/E SUPPLIES		

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CASH ACCOUNT: 635      111100      CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 121421MD-A				252733	121421MD-A	12/14/2021		USB1221	-2,921.00
				-2,921.00	81011881 535500	IT/CYBERNETICS/SANS STORAGE SYSTEM ANNUAL MAINT			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 121621MD				252734	121621MD	12/16/2021		USB1221	-110.04
				-110.04	81011881 535500	IT/AMAZON/MONITOR MOUNTS PW-ENG			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 121621MD-A				252735	121621MD-A	12/16/2021		USB1221	-959.16
				-959.16	81011881 535500	IT/AMAZON/MONITORS FOR PW-ENG			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 121621MD-B				252736	121621MD-B	12/16/2021		USB1221	-163.48
				-163.48	81011881 531100	IT/BEST BUY/PRINTER CARTRIDGES FOR WWTP			
						IT - C/E SUPPLIES			
Invoice: 122221MD				252737	122221MD	12/22/2021		USB1221	-2,300.00
				-2,300.00	81011881 535500	IT/FIRWALLS.COM/ANNUAL MAINTENANCE			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122421MD				252738	122421MD	12/24/2021		USB1221	-3,426.14
				-3,426.14	81011881 531100	IT/DLT SOLUTIONS/CAD SW ANNUAL MAINTENANCE			
						IT - C/E SUPPLIES			
Invoice: 122421MD-A				252739	122421MD-A	12/24/2021		USB1221	-685.10
				-685.10	81011881 535500	IT/AMAZON/MONITORS, SERVER RACKS			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122421MD-B				252740	122421MD-B	12/24/2021		USB1221	-239.75
				-239.75	81011881 535500	IT/AMAZON/MICE & APPLE PENCILS FOR SERGEANTS			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122421MD-C				252741	122421MD-C	12/24/2021		USB1221	-106.80
				-106.80	81011881 535500	IT/AMAZON/MONITOR STANDS PW-ENG			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122721MD				252742	122721MD	12/27/2021		USB1221	-245.14
				-245.14	81011881 535500	IT/AMAZON/MONITORS, STANDS FOR PW-ENG			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 120621MDM				252743	120621MDM	12/06/2021		USB1221	-57.00
				-57.00	61011584 443410	PCD/JURASSIC PARLIAMENT/TRAINING MD			
						PCD - C/E ADM TRAINING			
Invoice: 120721MDM				252744	120721MDM	12/07/2021		USB1221	-57.00
				-57.00	61011584 443410	PD/JURASSIC PARLIAMENT/TRAINING RA			
						PCD - C/E ADM TRAINING			
Invoice: 120921MDM				252745	120921MDM	12/09/2021		USB1221	-19.69
				-19.69	63470586 544000	PD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
						CUR-DEV-ZONING-ADV			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 120921MDM-A				252746	120921MDM-A	12/09/2021		USB1221	-2.83
				-2.83	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
						CUR-DEV-ZONING-ADV			
Invoice: 121021MDM				252747	121021MDM	12/10/2021		USB1221	-215.36
				-215.36	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
						CUR-DEV-ZONING-ADV			
Invoice: 121121MDM				252748	121121MDM	12/11/2021		USB1221	-28.44
				-28.44	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
						CUR-DEV-ZONING-ADV			
Invoice: 121621MDM				252749	121621MDM	12/16/2021		USB1221	-21.52
				-21.52	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
						CUR-DEV-ZONING-ADV			
Invoice: 120121KG				252751	120121KG	12/01/2021		USB1221	-90.71
				-90.71	72637319 53110000809	ENG/AMAZON/SILICA DESSICANT PACKS			
						WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 121121KG				252752	121121KG	12/11/2021		USB1221	-114.65
				-114.65	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES			
						PW - C/E SUPPLIES			
Invoice: 121421KG				252753	121421KG	12/14/2021		USB1221	-70.10
				-70.10	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES			
						PW - C/E SUPPLIES			
Invoice: 121521KG				252754	121521KG	12/15/2021		USB1221	-77.04
				-77.04	72311473 64980001050	ENG/PAY.GOV/SENIOR CENTER IMPROVEMENTS			
						SCC RENOVATIONS-PERMITS			
Invoice: 121521KG-A				252755	121521KG-A	12/15/2021		USB1221	-2,567.93
				-2,567.93	72311473 64980001050	ENG/PAY.GOV/SEIOR CENTER IMPROVEMENTS PERMIT			
						SCC RENOVATIONS-PERMITS			
Invoice: 122221KG				252756	122221KG	12/22/2021		USB1221	-7.38
				-7.38	72411341 531100	ENG/USPS/POSTAGE - SC			
						ENG - WATER ADMIN SUPPLIES			
Invoice: 122221KG-A				252757	122221KG-A	12/22/2021		USB1221	-20.00
				-20.00	72411341 443410	ENG/WA WASTEWATER COLLECTION/CERTIFY - SC			
						ENG - WATER TRAINING			
Invoice: 121421DH				252758	121421DH	12/14/2021		USB1221	-156.98
				-156.98	21011252 53110001069	CRT/WALGREENS/6 COVID ANTIGEN SELF TEST KITS			
						COVID19-SUPPLIES			
Invoice: 121621DH				252759	121621DH	12/16/2021		USB1221	-154.09
				-154.09	21011125 531100	CRT/UNIFORM WAREHOUSE/3 UNIFORMS, 1 HAT, 1 BADGE			
						COURT - SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120121JL				252760 120121JL	12/01/2021		USB1221	-4.00
				-4.00 52011212 543100		POL/CAPITOL CAMPUS PARKING/PARKING		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 120121JL-A				252761 120121JL-A	12/01/2021		USB1221	-6.25
				-6.25 52011212 543100		POL/TACOMA NARROWS BRIDGE/BRIDGE TOLL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 120221JL				252762 120221JL	12/02/2021		USB1221	-9.25
				-9.25 52011212 543100		POL/WSDOT/WALK-ON FERRY PASSAGE TO BI		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121421JL				252763 121421JL	12/14/2021		USB1221	-35.80
				-35.80 52011212 543100		POL/SHREE'S TRUCK STOP/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121421JL-A				252764 121421JL-A	12/14/2021		USB1221	-100.32
				-100.32 52011212 543100		POL/MADISON INN/LODGING 1 NIGHT		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121521JL				252766 121521JL	12/15/2021		USB1221	-29.06
				-29.06 52011212 543100		POL/CHEVRON/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121621JL				252767 121621JL	12/16/2021		USB1221	-40.58
				-40.58 52011212 543100		POL/MOSES LAKE 76/FUEL		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121521JL-A				252768 121521JL-A	12/15/2021		USB1221	-123.15
				-123.15 52011212 543100		POL/DAYS INN & SUITES/LODGING 1 NIGHT		
						PD-INV-TRAVEL/MEALS/LODGING		
Invoice: 121621JL-A				252769 121621JL-A	12/16/2021		USB1221	-148.35
				-148.35 52011212 531100		POL/LES SCHWAB/TIRE CHAINS		
						POLICE - C/E INVEST SUPPLIES		
Invoice: 121521CM				252770 121521CM	12/15/2021		USB1221	-294.00
				-294.00 53011212 443410		POL/NTOA/REGISTRATION SUPERVISING INCIDENTS CM		
						POLICE - C/E PATROL TRAINING		
Invoice: 112921PN				252771 112921PN	11/29/2021		USB1221	60.00
				60.00 11011116 539100		CC/BLACKBIRD BAKERY/REFUND - ERROR		
						COUNCIL-C/E-WORKED MEALS		
Invoice: 112921PN-A				252772 112921PN-A	11/29/2021		USB1221	-127.78
				-127.78 11011116 539100		CC/BLACKBIRD BAKERY/BREAKFAST OATH OF OFFICE		
						COUNCIL-C/E-WORKED MEALS		
Invoice: 120221PN				252773 120221PN	12/02/2021		USB1221	-65.39
				-65.39 36011143 531100		EXCC/AMAZON/FOLDING TABLES FOR STORAGE		
						CLERK-C/E SUPPLIES		

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
Invoice: 120321PN				252774	120321PN	12/03/2021		USB1221	-48.66
				-48.66	11011116 539100	CC/SAFEBWAY/SNACKS/DRINKS NEW COUNCIL TRAINING			
						COUNCIL-C/E-WORKED MEALS			
Invoice: 120321PN-A				252775	120321PN-A	12/03/2021		USB1221	-349.00
				-349.00	11011116 443410	CC/PAYPAL HEALTH MGMT/STATE OF REFORM CONF - JD			
						COUNCIL - TRAINING			
Invoice: 120321PN-B				252776	120321PN-B	12/03/2021		USB1221	-21.20
				-21.20	11011116 539100	CC/BLACKBIRD BAKERY/COOKIES NEW COUNCIL TRAINING			
						COUNCIL-C/E-WORKED MEALS			
Invoice: 120621PN				252777	120621PN	12/06/2021		USB1221	-228.75
				-228.75	11011116 443410	CC/ECO 2021 CONGRESS/ECOCITY WORLD SUMMIT - LS			
						COUNCIL - TRAINING			
Invoice: 121721PN				252778	121721PN	12/17/2021		USB1221	-392.40
				-392.40	11011116 531100	CC/SQ FELKEY CREATIVE/PHOTOS NEW COUNCILMEMBERS			
						COUNCIL - SUPPLIES			
Invoice: 122221PN				252779	122221PN	12/22/2021		USB1221	-1,181.00
				-1,181.00	36011143 541100	EXCC/BAINBRIDGE SELF STORAGE/FILE STORAGE DEC-JAN			
						CLERK-C/E-PROF SVCS			
Invoice: 122221PN-A				252780	122221PN-A	12/22/2021		USB1221	-52.36
				-52.36	11011116 539100	CC/TOWN & COUNTRY/SNACKS OATH OF OFFICE CEREMONY			
						COUNCIL-C/E-WORKED MEALS			
Invoice: 120221DP				252781	120221DP	12/02/2021		USB1221	-150.00
				-150.00	41011144 443410	FIN/GFOA/ANNUAL GAAP UPDATE - DP			
						FIN - C/E TRAINING			
Invoice: 121721DP				252782	121721DP	12/17/2021		USB1221	-125.00
				-125.00	41011144 443410	FIN/AWC/COMPLIANCE USING ARPA FUNDS - DP			
						FIN - C/E TRAINING			
Invoice: 112921MS				252783	112921MS	11/29/2021		USB1221	23.96
				23.96	61011581 531100	PCD/COSTCO/RETURN STORAGE BINS			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 113021MS				252784	113021MS	11/30/2021		USB1221	-27.00
				-27.00	61011584 443410	PCD/JURASSIC PARLIAMENT/TRAINING - MS			
						PCD - C/E ADM TRAINING			
Invoice: 120121MS				252785	120121MS	12/01/2021		USB1221	25.60
				25.60	61011581 531100	PCD/AMAZON/RETURN RETRACTABLE BELT BARRIER			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 120221MS				252786	120221MS	12/02/2021		USB1221	-1.74
				-1.74	61470581 549100	PCD/KITSAP SUN/6 MONTH DIGITAL RENEWAL			
						PCD - DEV ADMIN DUES/SUBSCR			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
Invoice: 120321MS				252787	120321MS	12/03/2021		USB1221	-900.00
				-900.00	61470581 545000	PCD/PY STORAGE/ANNUAL ARCHIVE STORAGE FEES			
						PCD - DEV ADMIN RENTS & LEASES			
Invoice: 120621MS				252788	120621MS	12/06/2021		USB1221	-484.88
				-484.88	61011581 531100	PCD/AMAZON/PRINTER INK, GOOF OFF CLEANER			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 121021MS				252789	121021MS	12/10/2021		USB1221	-50.00
				-50.00	61011584 443410	PCD/WWU EMARKETS/TRAINING PB			
						PCD - C/E ADM TRAINING			
Invoice: 121021MS-A				252790	121021MS-A	12/10/2021		USB1221	-50.00
				-50.00	63011586 443410	PD/WWU EMARKETS/TRAINING AH			
						CUR - C/E TRAINING TRAVEL			
Invoice: 121021MS-B				252791	121021MS-B	12/10/2021		USB1221	-50.00
				-50.00	63011586 443410	PD/WWU EMARKETS/TRAINING DM			
						CUR - C/E TRAINING TRAVEL			
Invoice: 121021MS-C				252792	121021MS-C	12/10/2021		USB1221	-17.15
				-17.15	63470588 531100	PCD/AMAZON/CALENDAR			
						CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 121321MS				252793	121321MS	12/13/2021		USB1221	-2.10
				-2.10	63011586 443410	PCD/WA ECOLOGY/TRAINING AH			
						CUR - C/E TRAINING TRAVEL			
Invoice: 121321MS-A				252795	121321MS-A	12/13/2021		USB1221	-50.00
				-50.00	63011586 443410	PCD/WA ECOLOGY/TRAINING AH			
						CUR - C/E TRAINING TRAVEL			
Invoice: 121421MS				252796	121421MS	12/14/2021		USB1221	-178.86
				-178.86	61011581 531100	PCD/AMAZON/PAPER, PENS, FOOT STOOL			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 121721MS				252797	121721MS	12/17/2021		USB1221	-280.00
				-280.00	63011586 443410	PCD/EVENT LAND USE CASE/TRAINING 8 EMPLOYEES			
						CUR - C/E TRAINING TRAVEL			
Invoice: 122121MS				252798	122121MS	12/21/2021		USB1221	-39.40
				-39.40	61011581 531100	PCD/SLUY'S BAKERY/DEPARTMENT CELEBRATION			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 122421MS				252799	122421MS	12/24/2021		USB1221	-38.14
				-38.14	61011581 531100	PCD/BI-MART/METAL ROLLING CART			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 112921WS				252800	112921WS	11/29/2021		USB1221	-19.30
				-19.30	53011212 443410	POL/PIZZA HUT/MEAL			
						POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120121WS				252801 120121WS	12/01/2021		USB1221	-46.51
				-46.51 53011212 443410		POL/PORTERHOUSE STEAKHOUSE/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 120121WS-A				252802 120121WS-A	12/01/2021		USB1221	-17.05
				-17.05 53011212 443410		POL/SUBWAY/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 113021WS				252803 113021WS	11/30/2021		USB1221	-10.94
				-10.94 53011212 443410		POL/ARBYS/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 120121WS-B				252804 120121WS-B	12/01/2021		USB1221	-284.84
				-284.84 53011212 443410		POL/HOLIDAY INN/LODGING 2 NIGHTS POLICE - C/E PATROL TRAINING		
Invoice: 120221WS				252805 120221WS	12/02/2021		USB1221	-50.32
				-50.32 53011212 443410		POL/AM/PM/FUEL POLICE - C/E PATROL TRAINING		
Invoice: 120121WS-C				252806 120121WS-C	12/01/2021		USB1221	-56.57
				-56.57 53011212 443410		POL/CIRCLE K/FUEL POLICE - C/E PATROL TRAINING		
Invoice: 120921WS				252807 120921WS	12/09/2021		USB1221	-288.84
				-288.84 52011212 520000		POL/GALLS/DETECTIVE JACKET HUSKA POLICE - C/E INVEST BENEFITS		
Invoice: 120621JF				252813 120621JF	12/06/2021		USB1221	-4.46
				-4.46 53011212 443410		POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 120721JF				252814 120721JF	12/07/2021		USB1221	-37.95
				-37.95 53011212 443410		POL/SHELL/FUEL POLICE - C/E PATROL TRAINING		
Invoice: 120821JF				252815 120821JF	12/08/2021		USB1221	-13.82
				-13.82 53011212 443410		POL/AUNT BECKY'S DELI/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 120821JF-A				252816 120821JF-A	12/08/2021		USB1221	-29.76
				-29.76 53011212 443410		POL/SHELL/FUEL POLICE - C/E PATROL TRAINING		
Invoice: 120921JF				252817 120921JF	12/09/2021		USB1221	-13.40
				-13.40 53011212 443410		POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING		
Invoice: 120921JF-A				252818 120921JF-A	12/09/2021		USB1221	-7.96
				-7.96 53011212 443410		POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 120921JF-B				252819 120921JF-B	12/09/2021		USB1221	-28.58
				-28.58 53011212 443410		POL/SHELL/FUEL		
						POLICE - C/E PATROL TRAINING		
Invoice: 121021JF				252820 121021JF	12/10/2021		USB1221	-14.36
				-14.36 53011212 443410		POL/SHELL/FUEL		
						POLICE - C/E PATROL TRAINING		
Invoice: 120221AL				252821 120221AL	12/02/2021		USB1221	-3,000.00
				-3,000.00 31011256 541100		EX/NOLS/WILDERNESS FIRST RESPOND TRAINING AL		
						EX-GF-EMERG PREP-PROF SVCS		
Invoice: 120221AL-A				252822 120221AL-A	12/02/2021		USB1221	-241.04
				-241.04 31011256 531100		EX/AMAZON/SUPPLIES FOR HAM RADIO TEAM		
						EX-GF-EMERG PREP-SUPPLIES		
Invoice: 120321AL				252823 120321AL	12/03/2021		USB1221	-60.56
				-60.56 31011256 541100		EX/GARMIN/SERVICE FEE FOR GARMIN INREACH		
						EX-GF-EMERG PREP-PROF SVCS		
Invoice: 120621AL				252824 120621AL	12/06/2021		USB1221	-129.50
				-129.50 31011229 54110001069		EX/NCSI/VOLUNTEER BACKGROUND CHECKS		
						COVID19 TESTING-PROF SVCS		
Invoice: 121321AL				252825 121321AL	12/13/2021		USB1221	-395.10
				-395.10 31011229 53110001069		EX/AMAZON/N95S FOR TEST & VACCINE SITES		
						TESTING-COVID19-SUPPLIES		
Invoice: 123121AL-A				252826 123121AL-A	12/13/2021		USB1221	-250.00
				-250.00 31011229 53110001069		EX/STARBUCKS/GIFT CARDS FOR VOLUNTEERS		
						TESTING-COVID19-SUPPLIES		
Invoice: 121321AL-B				252827 121321AL-B	12/13/2021		USB1221	-7.62
				-7.62 31011229 53110001069		EX/RITE AID/VOLUNTEER THANK YOU CARDS		
						TESTING-COVID19-SUPPLIES		
Invoice: 121421AL				252828 121421AL	12/14/2021		USB1221	-22.12
				-22.12 31011229 53110001069		EX/CARLYS CAFE/TEST SITE VOLUNTEER COFFEE		
						TESTING-COVID19-SUPPLIES		
Invoice: 121621AL				252829 121621AL	12/16/2021		USB1221	-21,410.04
				-21,410.04 31011252 53110001123		EX/TRAILER BOSS/2 TRAILERS FOR HUBS EMPG 21 GRANT		
						FEMA EMPG-S GRANT-SUPPLIES		
Invoice: 122021AL				252830 122021AL	12/20/2021		USB1221	-150.03
				-150.03 31011256 541100		EX/GARMIN/ACTIVATION FEES FOR INREACH		
						EX-GF-EMERG PREP-PROF SVCS		
Invoice: 122121AL				252832 122121AL	12/21/2021		USB1221	-32.64
				-32.64 31011229 53110001069		EX/CARLYS CAFE/COFFEE FOR TEST SITE VOLUNTEERS		
						TESTING-COVID19-SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 122721AL				252833 122721AL	12/27/2021		USB1221	-49.04
				-49.04 31011256 531100		EX/ACE/TEA KETTLE FOR WARMING CENTER		
						EX-GF-EMERG PREP-SUPPLIES		
Invoice: 113021DM				252895 113021DM	11/30/2021		USB1221	-864.60
				-864.60 73411345 548100		PW/CIMCO-GC/SOLENOID CONTROL VALVE		
						REPAIRS & MAINTENANCE		
Invoice: 120121DM				252896 120121DM	12/01/2021		USB1221	-6.25
				-6.25 73411345 548100		PW/WSDOT GOODTOGO/TOLL CHARGE		
						REPAIRS & MAINTENANCE		
Invoice: 120721DM				252897 120721DM	12/07/2021		USB1221	-435.99
				-435.99 73637891 531100		PW/COSTCO/BOTTLED WATER		
						OFFICE SUPPLIES		
Invoice: 122021DM				252898 122021DM	12/20/2021		USB1221	-327.00
				-327.00 73111290 531100		PW/AMAZON/DISPOSABLE LATEX GLOVES		
						O&M-STREET-MAINT O/H-SUPPLIES		
Invoice: 122121DM				252899 122121DM	12/21/2021		USB1221	-1,069.29
				-1,069.29 73637891 443410		PW/PROJECT MGNMT INST/TRAINING CERTIFICATION - AC		
						O&M-ALLOC ADM-TRAINING EXP		
Invoice: 122021CK				252900 122021CK	12/20/2021		USB1221	-20.00
				-20.00 73421355 549100		PW/WWCPA/CERTIFICATE RENEWAL - AC		
						WIN COLL-DUES/SUBCRIP		
Invoice: 122021CK-A				252901 122021CK-A	12/20/2021		USB1221	-20.00
				-20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - RN		
						WIN COLL-DUES/SUBCRIP		
Invoice: 120221CK				252902 120221CK	12/02/2021		USB1221	-300.00
				-300.00 73011189 545000		PW/PY STORAGE/STORAGE RENTAL		
						O&M - C/E FACIL RENTS & LEASES		
Invoice: 120121CK				252903 120121CK	12/01/2021		USB1221	-6,318.52
				-2,646.07 73411345 531100		PW/USA BLUEBOOK/TUBES, GLOVES, STRIPE WAND		
				-759.25 73421355 531100		OFFICE SUPPLIES		
				-2,913.20 73425358 531100		WIN COLL-SUPPLIES		
						O&M-WWTP-SUPPLIES		
Invoice: 122121CK				252904 122121CK	12/21/2021		USB1221	-20.00
				-20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - CK		
						WIN COLL-DUES/SUBCRIP		
Invoice: 120121CK-A				252905 120121CK-A	12/21/2021		USB1221	-20.00
				-20.00 73421355 549100		PW/WWCPA/CERT RENEWAL - NP		
						WIN COLL-DUES/SUBCRIP		
Invoice: 122121CK-B				252906 122121CK-B	12/21/2021		USB1221	-20.00
						PW/WWCPA/CERT RENEWAL - RG		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				-20.00	73421355	549100		
Invoice: 122121CK-C				252907	122121CK-C			-20.00
				-20.00	73421355	549100		
Invoice: 122121CK-D				252908	122121CK-D			-20.00
				-20.00	73421355	549100		
Invoice: 122121CK-E				252909	122121CK-E			-20.00
				-20.00	73421355	549100		
Invoice: 122121CK-F				252910	122121CK-F			-45.00
				-45.00	73421355	549100		
Invoice: 113021KD				252937	113021KD			-260.00
				-260.00	41011141	549100		
Invoice: 120221KD				252938	120221KD			-146.46
				-146.46	41011141	531100		
Invoice: 113021JR				252962	113021JR			-300.28
				-300.28	63470586	544000		
Invoice: 120621JR				252963	120621JR			-35.00
				-35.00	63011586	443410		
Invoice: 120721JR				252964	120721JR			-400.96
				-400.96	73011897	531100		
Invoice: 121321JR				252965	121321JR			-232.61
				-232.61	73111427	531100		
Invoice: 121521JR				252966	121521JR			-51.17
				-51.17	61011581	531100		
Invoice: 121521JR-A				252967	121521JR-A			-378.00
				-378.00	61011584	443410		
Invoice: 121721JR				252968	121721JR			-519.40

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				-519.40	61011581	531100	PCD - C/E ADMIN SUPPLIES	
Invoice: 122121JR				252969	122121JR		12/21/2021 USB1221	-388.90
				-388.90	62471591	531100	PCD/AMAZON/PLAN SET STORAGE BAGS BLDG-SUPPLIES	
Invoice: 122121JR-A				252970	122121JR-A		12/21/2021 USB1221	-153.18
				-153.18	62471591	531100	PCD/BAGSUNLIMITED.COM/PLAN SET STORAGE BAGS BLDG-SUPPLIES	
Invoice: 121721JR-A				252971	121721JR-A		12/17/2021 USB1221	-34.96
				-34.96	73011755	531100	PW/EVERGREEN PACIFIC/TIDE CALENDARS O&M O&M-COMMONS SUPPLIES	
Invoice: 121321JR-A				252972	121321JR-A		12/13/2021 USB1221	-147.15
				-147.15	73111427	531100	PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES	
Invoice: 121321JR-B				252973	121321JR-B		12/13/2021 USB1221	-34.97
				-34.97	73111427	531100	PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES	
Invoice: 121321JR-C				252974	121321JR-C		12/13/2021 USB1221	-217.95
				-217.95	73111427	531100	PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES	
Invoice: 113021RL				253066	113021RL		11/30/2021 USB1221	-84.90
				-33.96	11011116	531100	EX,EXCC,FIN/NAMETAGCOUNTRY/MAGNETIC NAMETAGS COUNCIL - SUPPLIES	
				-16.98	31011131	531100	EX-GF-SUPPLIES	
				-16.98	36011143	531100	CLERK-C/E SUPPLIES	
				-16.98	41011141	531100	FIN - C/E ADMIN SUPPLIES	
Invoice: 120121RL				253067	120121RL		12/01/2021 USB1221	-121.67
				-121.67	31011131	531100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES	
Invoice: 120221RL				253068	120221RL		12/02/2021 USB1221	-29.30
				-29.30	11011116	531100	CC/DINN BROTHERS/COUNCIL NAMEPLATES COUNCIL - SUPPLIES	
Invoice: 120221RL-A				253069	120221RL-A		12/02/2021 USB1221	-79.46
				-79.46	31011131	531100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES	
Invoice: 120221RL-B				253070	120221RL-B		12/02/2021 USB1221	-59.95
				-59.95	31011131	531100	EX/A<AZPM/STANDING DESK MAT EX-GF-SUPPLIES	
Invoice: 120521RL				253071	120521RL		12/05/2021 USB1221	-38.14
				-38.14	11011116	531100	CC/WORLD MARKET/HOLIDAY DECORATIONS COUNCIL - SUPPLIES	

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC			
Invoice: 120521RL-A	253072 120521RL-A	12/05/2021		USB1221	-29.63
	-29.63 41011141 531100	FIN/AMAZON/CALENDAR FIN - C/E ADMIN SUPPLIES			
Invoice: 120521RL-B	253073 120521RL-B	12/05/2021		USB1221	-48.76
	-48.76 31011131 549100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 120521RL-C	253074 120521RL-C	12/05/2021		USB1221	-202.74
	-202.74 31011131 531100	EX/LOWES/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120521RL-D	253075 120521RL-D	12/05/2021		USB1221	-20.70
	-20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120621RL	253076 120621RL	12/06/2021		USB1221	-20.70
	-20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120821RL	253077 120821RL	12/08/2021		USB1221	-363.85
	-363.85 41011141 531100	FIN/PITNEY BOWES/POSTAGE MACHINE INK FIN - C/E ADMIN SUPPLIES			
Invoice: 120721RL	253078 120721RL	12/07/2021		USB1221	-104.36
	-104.36 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120621RL-A	253079 120621RL-A	12/06/2021		USB1221	-89.87
	-89.87 31011131 531100	EX/DANAS ON BI/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120821RL-A	253080 120821RL-A	12/08/2021		USB1221	-58.80
	-58.80 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120821RL-B	253081 120821RL-B	12/08/2021		USB1221	-19.61
	-19.61 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS EX-GF-SUPPLIES			
Invoice: 120921RL	253082 120921RL	12/09/2021		USB1221	-603.46
	-603.46 32011152 549100	LEGAL/THOMSON WEST/ONLINE LEGAL SUBSCRIPTION LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-A	253083 120921RL-A	12/09/2021		USB1221	-109.00
	-109.00 32011152 549100	LEGAL/LEXISNEXIS/ONLINE LEGAL SUBSCRIPTION LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-B	253084 120921RL-B	12/09/2021		USB1221	34.88
	34.88 31011131 531100	EX/DANAS ON BI/HOLIDAY DECORATION RETURN EX-GF-SUPPLIES			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 121121RL				253085	121121RL	12/11/2021		USB1221	-9.79
				-9.79	11011116 531100			CC/WALMART/WRAPPING PAPER/TWINE COUNCIL - SUPPLIES	
Invoice: 121121RL-A				253086	121121RL-A	12/11/2021		USB1221	-21.76
				-21.76	31011131 531100			EX/RITE-AID/HOLIDAY DECORATIONS EX-GF-SUPPLIES	
Invoice: 113021KD-A				253103	113021KD-A	11/30/2021		USB1221	-9.99
				-9.99	31011572 549100			EX/KITSAP SUN/ONLINE SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER	
Invoice: 120321KD				253104	120321KD	12/03/2021		USB1221	-117.68
				-117.68	31011572 531100			EX/AMAZON/STORAGE BOX FOR REUSABLE CUPS EX-GF-OUTREACH-SUPPLIES	
Invoice: 120821KD				253105	120821KD	12/08/2021		USB1221	-76.30
				-76.30	31011572 549100			EX/CONSTANT CONTACT/CITY MNGR REPORT SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER	
Invoice: 122221KD				253106	122221KD	12/22/2021		USB1221	-42.49
				-42.49	31011572 53550000567			EX/B&H PHOTO/CARD READER FOR VIDEO PROJECTS EX-GF-OUTREACH-PEG NON-CAP	
Invoice: 120221KS				253115	120221KS	12/02/2021		USB1221	-125.00
				-125.00	41011144 443410			FIN/AWV/ARPA WEBINAR - KS FIN - C/E TRAINING	
Invoice: 120421KS				253116	120421KS	12/04/2021		USB1221	-11.75
				-11.75	31011131 531100			EX/ACE HARDWARE/CITY HALL ORNAMENTS EX-GF-SUPPLIES	
Invoice: 120621KS				253117	120621KS	12/06/2021		USB1221	-85.00
				-85.00	41011144 443410			FIN/GFOA/NOTE TO F/S WEBINAR - KS FIN - C/E TRAINING	
Invoice: 121121KS				253118	121121KS	12/11/2021		USB1221	-3.04
				-3.04	31011131 531100			EX/ACE HARDWARE/WRAPPING PAPER EX-GF-SUPPLIES	
Invoice: 122021KS				253119	122021KS	12/20/2021		USB1221	-219.00
				-219.00	41011144 443410			FIN/AURORA TRAINING/1099 TRAINING - JK FIN - C/E TRAINING	
Invoice: 120721JH				253213	120721JH	12/07/2021		USB1221	-95.00
				-95.00	65011597 549100			PCD/INT'L CODE COUNCIL/CERTIFICATION RENEWAL CODE - C/E DUES/SUBSCRIPTIONS	
						CHECK		600 TOTAL:	-72,769.99

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CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
252667	120921JB	12/09/2021		USB1221	651.91
		POL/PORT OF BROWNSVILLE/M8		FUEL	
651.91	54025212 532000	MARINE - FUEL			
252668	121321JB	12/13/2021		USB1221	42.68
		POL/WALMART/FESTIVE LIGHTS FOR M8			
42.68	54025212 531100	MARINE - SUPPLIES			
252669	121321JB-A	12/13/2021		USB1221	19.49
		POL/HOME DEPOT/FESTIVE LIGHTS FOR M8			
19.49	54025212 531100	MARINE - SUPPLIES			
252670	121621JB	12/16/2021		USB1221	-3.73
		POL/WALMART/RETURN LIGHTS			
-3.73	54025212 531100	MARINE - SUPPLIES			
252671	121621JB-A	12/16/2021		USB1221	3.73
		POL/WALMART/FESTIVE LIGHTS FOR M8			
3.73	54025212 531100	MARINE - SUPPLIES			
252672	122121JB	12/21/2021		USB1221	-3.24
		POL/HOME DEPOT/RETURN FESTIVE LIGHTS			
-3.24	54025212 531100	MARINE - SUPPLIES			
252673	120721KB	12/07/2021		USB1221	130.00
		HR/NEOGOV/JOB AD TEMP ADMIN SPEC			
130.00	33011161 544000	HR-C/E-ADVERTISING			
252674	121521KB	12/15/2021		USB1221	97.65
		HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT			
97.65	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
252675	121521KB-A	12/15/2021		USB1221	295.00
		HR/NEOGOV/JOB AD PAYROLL SPECIALIST			
295.00	33011161 544000	HR-C/E-ADVERTISING			
252676	121621KB	12/16/2021		USB1221	12.79
		HR/SAFEWAY/EMPLOYEE APPRECIATION EVENT			
12.79	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
252677	121721KB	12/17/2021		USB1221	10.00
		HR/TOWN & COUNTRY/EMPLOYEE APPRECIATION EVENT			
10.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
252678	122021KB	12/20/2021		USB1221	327.00
		HR/BARBOCOA FOOD TRUCK/EMPLOYEE APPREC EVENT			
327.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
252679	113021ZB	11/30/2021		USB1221	18.75
		POL/SALTY DOG WASH/K9 NAIL TRIM & BATH			
18.75	53011212 54110000962	TRACKING CANINE-PROF SVCS			

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
252680	120221ZB	12/02/2021		USB1221	72.78
72.78	53011212 53110000962	POL/CHEWY/K9 FOOD			
		TRACKING CANINE-SUPPLIES			
252681	120221ZB-A	12/02/2021		USB1221	117.24
117.24	53011212 54110000962	POL/DAY ROAD ANIMAL HOSPITAL/K9 EVAL & MEDICATION			
		TRACKING CANINE-PROF SVCS			
252682	121321ZB	12/13/2021		USB1221	20.70
20.70	53011212 53110000962	POL/ACE HARDWARE/K9 DOG WASTE GRABBER			
		TRACKING CANINE-SUPPLIES			
252683	121321AB-A	12/13/2021		USB1221	21.57
21.57	53011212 53110000962	POL/Z-BONES/K9 SHAMPOO			
		TRACKING CANINE-SUPPLIES			
252684	121421ZB	12/14/2021		USB1221	18.75
18.75	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM & BATH			
		TRACKING CANINE-PROF SVCS			
252685	122121ZB	12/21/2021		USB1221	72.78
72.78	53011212 53110000962	POL/CHEWY/K9 FOOD			
		TRACKING CANINE-SUPPLIES			
252686	122221ZB	12/22/2021		USB1221	224.46
224.46	53011212 54110000962	POL/DAY ROAD ANIMAL HOSP/K9 EVAL & MEDICATION			
		TRACKING CANINE-PROF SVCS			
252687	112721BB	11/27/2021		USB1221	265.41
265.41	51011211 520000	POL/NEXT DAY DRY CLEANERS/LAUNDRY & DRY CLEANING			
		PD-C/E ADMIN-BENEFITS			
252689	112621BB	11/26/2021		USB1221	277.93
277.93	51011211 53110000589	POL/DICKS SPORTING GOODS/S'MORES W/SQUAD FORKS			
		PD-COMM OUTREACH-SUPPLIES			
252690	112721BB-A	11/27/2021		USB1221	136.79
136.79	51011211 53110000589	POL/SAFEWAY/SMORES W/SQUAD FOOD			
		PD-COMM OUTREACH-SUPPLIES			
252691	112621BB-A	11/26/2021		USB1221	4.35
4.35	51011211 53110000589	POL/SAFEWAY/SMORES W/SQUAD FOOD			
		PD-COMM OUTREACH-SUPPLIES			
252692	112721BB-B	11/27/2021		USB1221	47.77
47.77	51011211 53110000589	POL/SAFEWAY/SMORES W/SQUAD FOOD			
		PD-COMM OUTREACH-SUPPLIES			
252693	112621BB-B	11/26/2021		USB1221	21.76
21.76	51011211 53110000589	POL/DICKS SPORTING/SMORES W/SQUAD FIRE PIT			
		PD-COMM OUTREACH-SUPPLIES			



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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 121621BB-B				252707	121621BB-B	12/16/2021		USB1221	129.71
				129.71	55011757 520000			POL/KUHL.COM/REPLACE DEFECTIVE PANTS HARBORMASTER PD-HARBORMASTER-BENEFITS	
Invoice: 121721BB				252708	121721BB	12/17/2021		USB1221	20.14
				20.14	51011191 531100			POL/AMAZON/WALL CALENDAR PD-C/E-PROP RM-SUPPLIES	
Invoice: 122021BB				252709	122021BB	12/20/2021		USB1221	130.79
				130.79	51011191 531100			POL/SAFARILAND/EVIDENCE BAGS PD-C/E-PROP RM-SUPPLIES	
Invoice: 122121BB				252710	122121BB	12/21/2021		USB1221	75.06
				75.06	51011252 53110001069			POL/PBS ANIMAL HEALTH CATALOG/DISPOSABLE GLOVES COVID19-SUPPLIES	
Invoice: 122121BB-A				252711	122121BB-A	12/21/2021		USB1221	159.14
				159.14	52011212 531100			POL/TRI-TECH FORENSICS/STERILE WATER POLICE - C/E INVEST SUPPLIES	
Invoice: 122221BB				252712	122221BB	12/22/2021		USB1221	117.42
				117.42	52011212 531100			POL/AMAZON/CLIPBOARD, COTTON SWABS POLICE - C/E INVEST SUPPLIES	
Invoice: 122221JC				252713	122221JC	12/22/2021		USB1221	119.27
				119.27	51011211 53110000589			POL/COSTCO/COMMUNITY POL ACADEMY FOOD PD-COMM OUTREACH-SUPPLIES	
Invoice: 122221JC-A				252714	122221JC-A	12/22/2021		USB1221	57.96
				57.96	51011211 53110000589			POL/SAFEBAY/COMMUNITY POL ACADEMY FOOD PD-COMM OUTREACH-SUPPLIES	
Invoice: 112921MD				252715	112921MD	11/29/2021		USB1221	57.76
				57.76	81011881 535100			IT/ADOBE CREATIVE CLOUD/CLOUD SOFTWARE IT - C/E COMPUTER SOFTWARE	
Invoice: 120121MD				252716	120121MD	12/01/2021		USB1221	537.00
				537.00	81011881 535100			IT/DOODLE/SCHEDULING SOFTWARE IT - C/E COMPUTER SOFTWARE	
Invoice: 120221MD				252717	120221MD	12/02/2021		USB1221	2,005.13
				2,005.13	81011252 53510001069			IT/ZOOM/VIDEOCONFERENCING SOFTWARE COVID19-SOFTWARE	
Invoice: 120221MD-A				252718	120221MD-A	12/02/2021		USB1221	435.32
				435.32	81011881 535100			IT/DRI/PDF XCHANGE/ANNUAL SW MAINTENANCE IT - C/E COMPUTER SOFTWARE	
Invoice: 120321MD				252719	120321MD	12/03/2021		USB1221	21.78
				21.78	81011881 535500			IT/AMAZON/USB 2.0 TO SERIAL CONVERT CABLE IT - C/E COMPUTER PARTS & EQ	

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 120521MD				252720	120521MD	12/05/2021		USB1221	27.71
				27.71	81011881 443410	IT/CURB SERVICES/TAXI TO HOTEL CONFERENCE			
						IT - C/E TRAINING			
Invoice: 120621MD				252721	120621MD	12/06/2021		USB1221	152.50
				152.50	81011881 531100	IT/AMAZON/NEW PHONE CASES			
						IT - C/E SUPPLIES			
Invoice: 120721MD				252722	120721MD	12/07/2021		USB1221	50.12
				50.12	81011881 531100	IT/AMAZON/MONITOR RISER STANDS PW-ENG			
						IT - C/E SUPPLIES			
Invoice: 120621MD-A				252723	120621MD-A	12/06/2021		USB1221	30.00
				30.00	81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES			
						IT - C/E TRAINING			
Invoice: 120721MD-A				252724	120721MD-A	12/07/2021		USB1221	12.98
				12.98	81011881 443410	IT/TACOS/DINNER			
						IT - C/E TRAINING			
Invoice: 120721MD-B				252725	120721MD-B	12/07/2021		USB1221	44.59
				44.59	81011881 443410	IT/MGM MARKET/DINNER & BREAKFAST			
						IT - C/E TRAINING			
Invoice: 120921MD				252726	120921MD	12/09/2021		USB1221	16.58
				16.58	81011881 443410	IT/MGM MARKET/BREAKFAST			
						IT - C/E TRAINING			
Invoice: 121321MD				252727	121321MD	12/13/2021		USB1221	30.02
				30.02	81011881 443410	IT/CURB SERVICE/TAXI HOTEL - AIRPORT			
						IT - C/E TRAINING			
Invoice: 121321MD-A				252728	121321MD-A	12/13/2021		USB1221	451.76
				451.76	81011881 535100	IT/DRI*PDF XCHANGE/ANNUAL MAINTENANCE			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 121321MD-B				252729	121321MD-B	12/13/2021		USB1221	256.12
				256.12	81011881 531100	IT/AMAZON/RUGGED PHONES FOR UTILITIES			
						IT - C/E SUPPLIES			
Invoice: 121021MD				252730	121021MD	12/10/2021		USB1221	30.00
				30.00	81011881 443410	IT/DELTA AIRLINES/BAGGAGE FEES			
						IT - C/E TRAINING			
Invoice: 121021MD-A				252731	121021MD-A	12/10/2021		USB1221	950.80
				950.80	81011881 443410	IT/MGM GRAND HOTEL/LODGING FEES			
						IT - C/E TRAINING			
Invoice: 121421MD				252732	121421MD	12/14/2021		USB1221	90.44
				90.44	81011881 531100	IT/AMAZON/PHONE HOLDERS FOR UTILITIES			
						IT - C/E SUPPLIES			

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INVOICE DTL DESC

Invoice:	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
121421MD-A	252733	121421MD-A	12/14/2021		USB1221	2,921.00
	2,921.00	81011881 535500	IT/CYBERNETICS/SANS STORAGE SYSTEM ANNUAL MAINT			
			IT - C/E COMPUTER PARTS & EQ			
121621MD	252734	121621MD	12/16/2021		USB1221	110.04
	110.04	81011881 535500	IT/AMAZON/MONITOR MOUNTS PW-ENG			
			IT - C/E COMPUTER PARTS & EQ			
121621MD-A	252735	121621MD-A	12/16/2021		USB1221	959.16
	959.16	81011881 535500	IT/AMAZON/MONITORS FOR PW-ENG			
			IT - C/E COMPUTER PARTS & EQ			
121621MD-B	252736	121621MD-B	12/16/2021		USB1221	163.48
	163.48	81011881 531100	IT/BEST BUY/PRINTER CARTRIDGES FOR WWTP			
			IT - C/E SUPPLIES			
122221MD	252737	122221MD	12/22/2021		USB1221	2,300.00
	2,300.00	81011881 535500	IT/FIRWALLS.COM/ANNUAL MAINTENANCE			
			IT - C/E COMPUTER PARTS & EQ			
122421MD	252738	122421MD	12/24/2021		USB1221	3,426.14
	3,426.14	81011881 531100	IT/DLT SOLUTIONS/CAD SW ANNUAL MAINTENANCE			
			IT - C/E SUPPLIES			
122421MD-A	252739	122421MD-A	12/24/2021		USB1221	685.10
	685.10	81011881 535500	IT/AMAZON/MONITORS, SERVER RACKS			
			IT - C/E COMPUTER PARTS & EQ			
122421MD-B	252740	122421MD-B	12/24/2021		USB1221	239.75
	239.75	81011881 535500	IT/AMAZON/MICE & APPLE PENCILS FOR SERGEANTS			
			IT - C/E COMPUTER PARTS & EQ			
122421MD-C	252741	122421MD-C	12/24/2021		USB1221	106.80
	106.80	81011881 535500	IT/AMAZON/MONITOR STANDS PW-ENG			
			IT - C/E COMPUTER PARTS & EQ			
122721MD	252742	122721MD	12/27/2021		USB1221	245.14
	245.14	81011881 535500	IT/AMAZON/MONITORS, STANDS FOR PW-ENG			
			IT - C/E COMPUTER PARTS & EQ			
120621MDM	252743	120621MDM	12/06/2021		USB1221	57.00
	57.00	61011584 443410	PCD/JURASSIC PARLIAMENT/TRAINING MD			
			PCD - C/E ADM TRAINING			
120721MDM	252744	120721MDM	12/07/2021		USB1221	57.00
	57.00	61011584 443410	PD/JURASSIC PARLIAMENT/TRAINING RA			
			PCD - C/E ADM TRAINING			
120921MDM	252745	120921MDM	12/09/2021		USB1221	19.69
	19.69	63470586 544000	PD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING			
			CUR-DEV-ZONING-ADV			

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
252746	120921MDM-A	12/09/2021		USB1221	2.83
2.83	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
252747	121021MDM	12/10/2021		USB1221	215.36
215.36	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
252748	121121MDM	12/11/2021		USB1221	28.44
28.44	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
252749	121621MDM	12/16/2021		USB1221	21.52
21.52	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE-POSTCARD MAILING CUR-DEV-ZONING-ADV			
252751	120121KG	12/01/2021		USB1221	90.71
90.71	72637319 53110000809	ENG/AMAZON/SILICA DESSICANT PACKS WATER QUAL FLOW MONIT-SUPPLIES			
252752	121121KG	12/11/2021		USB1221	114.65
114.65	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES PW - C/E SUPPLIES			
252753	121421KG	12/14/2021		USB1221	70.10
70.10	71011321 531100	PW/AMAZON/PW HOLIDAY SUPPLIES PW - C/E SUPPLIES			
252754	121521KG	12/15/2021		USB1221	77.04
77.04	72311473 64980001050	ENG/PAY.GOV/SENIOR CENTER IMPROVEMENTS SCC RENOVATIONS-PERMITS			
252755	121521KG-A	12/15/2021		USB1221	2,567.93
2,567.93	72311473 64980001050	ENG/PAY.GOV/SEIOR CENTER IMPROVEMENTS PERMIT SCC RENOVATIONS-PERMITS			
252756	122221KG	12/22/2021		USB1221	7.38
7.38	72411341 531100	ENG/USPS/POSTAGE - SC ENG - WATER ADMIN SUPPLIES			
252757	122221KG-A	12/22/2021		USB1221	20.00
20.00	72411341 443410	ENG/WA WASTEWATER COLLECTION/CERTIFY - SC ENG - WATER TRAINING			
252758	121421DH	12/14/2021		USB1221	156.98
156.98	21011252 53110001069	CRT/WALGREENS/6 COVID ANTIGEN SELF TEST KITS COVID19-SUPPLIES			
252759	121621DH	12/16/2021		USB1221	154.09
154.09	21011125 531100	CRT/UNIFORM WAREHOUSE/3 UNIFORMS, 1 HAT, 1 BADGE COURT - SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								INVOICE DTL DESC	
Invoice: 120121JL				252760	120121JL	12/01/2021		USB1221	4.00
				4.00	52011212 543100			POL/CAPITOL CAMPUS PARKING/PARKING PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 120121JL-A				252761	120121JL-A	12/01/2021		USB1221	6.25
				6.25	52011212 543100			POL/TACOMA NARROWS BRIDGE/BRIDGE TOLL PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 120221JL				252762	120221JL	12/02/2021		USB1221	9.25
				9.25	52011212 543100			POL/WSDOT/WALK-ON FERRY PASSAGE TO BI PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121421JL				252763	121421JL	12/14/2021		USB1221	35.80
				35.80	52011212 543100			POL/SHREE'S TRUCK STOP/FUEL PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121421JL-A				252764	121421JL-A	12/14/2021		USB1221	100.32
				100.32	52011212 543100			POL/MADISON INN/LODGING 1 NIGHT PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121521JL				252766	121521JL	12/15/2021		USB1221	29.06
				29.06	52011212 543100			POL/CHEVRON/FUEL PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121621JL				252767	121621JL	12/16/2021		USB1221	40.58
				40.58	52011212 543100			POL/MOSES LAKE 76/FUEL PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121521JL-A				252768	121521JL-A	12/15/2021		USB1221	123.15
				123.15	52011212 543100			POL/DAYS INN & SUITES/LODGING 1 NIGHT PD-INV-TRAVEL/MEALS/LODGING	
Invoice: 121621JL-A				252769	121621JL-A	12/16/2021		USB1221	148.35
				148.35	52011212 531100			POL/LES SCHWAB/TIRE CHAINS POLICE - C/E INVEST SUPPLIES	
Invoice: 121521CM				252770	121521CM	12/15/2021		USB1221	294.00
				294.00	53011212 443410			POL/NTOA/REGISTRATION SUPERVISING INCIDENTS CM POLICE - C/E PATROL TRAINING	
Invoice: 112921PN				252771	112921PN	11/29/2021		USB1221	-60.00
				-60.00	11011116 539100			CC/BLACKBIRD BAKERY/REFUND - ERROR COUNCIL-C/E-WORKED MEALS	
Invoice: 112921PN-A				252772	112921PN-A	11/29/2021		USB1221	127.78
				127.78	11011116 539100			CC/BLACKBIRD BAKERY/BREAKFAST OATH OF OFFICE COUNCIL-C/E-WORKED MEALS	
Invoice: 120221PN				252773	120221PN	12/02/2021		USB1221	65.39
				65.39	36011143 531100			EXCC/AMAZON/FOLDING TABLES FOR STORAGE CLERK-C/E SUPPLIES	

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC	
Invoice: 120321PN	252774 120321PN	12/03/2021		USB1221	48.66
	48.66 11011116 539100			CC/SAFEWAY/SNACKS/DRINKS NEW COUNCIL TRAINING COUNCIL-C/E-WORKED MEALS	
Invoice: 120321PN-A	252775 120321PN-A	12/03/2021		USB1221	349.00
	349.00 11011116 443410			CC/PAYPAL HEALTH MGMT/STATE OF REFORM CONF - JD COUNCIL - TRAINING	
Invoice: 120321PN-B	252776 120321PN-B	12/03/2021		USB1221	21.20
	21.20 11011116 539100			CC/BLACKBIRD BAKERY/COOKIES NEW COUNCIL TRAINING COUNCIL-C/E-WORKED MEALS	
Invoice: 120621PN	252777 120621PN	12/06/2021		USB1221	228.75
	228.75 11011116 443410			CC/ECO 2021 CONGRESS/ECOCITY WORLD SUMMIT - LS COUNCIL - TRAINING	
Invoice: 121721PN	252778 121721PN	12/17/2021		USB1221	392.40
	392.40 11011116 531100			CC/SQ FELKEY CREATIVE/PHOTOS NEW COUNCILMEMBERS COUNCIL - SUPPLIES	
Invoice: 122221PN	252779 122221PN	12/22/2021		USB1221	1,181.00
	1,181.00 36011143 541100			EXCC/BAINBRIDGE SELF STORAGE/FILE STORAGE DEC-JAN CLERK-C/E-PROF SVCS	
Invoice: 122221PN-A	252780 122221PN-A	12/22/2021		USB1221	52.36
	52.36 11011116 539100			CC/TOWN & COUNTRY/SNACKS OATH OF OFFICE CEREMONY COUNCIL-C/E-WORKED MEALS	
Invoice: 120221DP	252781 120221DP	12/02/2021		USB1221	150.00
	150.00 41011144 443410			FIN/GFOA/ANNUAL GAAP UPDATE - DP FIN - C/E TRAINING	
Invoice: 121721DP	252782 121721DP	12/17/2021		USB1221	125.00
	125.00 41011144 443410			FIN/AWC/COMPLIANCE USING ARPA FUNDS - DP FIN - C/E TRAINING	
Invoice: 112921MS	252783 112921MS	11/29/2021		USB1221	-23.96
	-23.96 61011581 531100			PCD/COSTCO/RETURN STORAGE BINS PCD - C/E ADMIN SUPPLIES	
Invoice: 113021MS	252784 113021MS	11/30/2021		USB1221	27.00
	27.00 61011584 443410			PCD/JURASSIC PARLIAMENT/TRAINING - MS PCD - C/E ADM TRAINING	
Invoice: 120121MS	252785 120121MS	12/01/2021		USB1221	-25.60
	-25.60 61011581 531100			PCD/AMAZON/RETURN RETRACTABLE BELT BARRIER PCD - C/E ADMIN SUPPLIES	
Invoice: 120221MS	252786 120221MS	12/02/2021		USB1221	1.74
	1.74 61470581 549100			PCD/KITSAP SUN/6 MONTH DIGITAL RENEWAL PCD - DEV ADMIN DUES/SUBSCR	

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 120321MS				252787	120321MS	12/03/2021		USB1221	900.00
				900.00	61470581 545000			PCD/PY STORAGE/ANNUAL ARCHIVE STORAGE FEES	
								PCD - DEV ADMIN RENTS & LEASES	
Invoice: 120621MS				252788	120621MS	12/06/2021		USB1221	484.88
				484.88	61011581 531100			PCD/AMAZON/PRINTER INK, GOOF OFF CLEANER	
								PCD - C/E ADMIN SUPPLIES	
Invoice: 121021MS				252789	121021MS	12/10/2021		USB1221	50.00
				50.00	61011584 443410			PCD/WWU EMARKETS/TRAINING PB	
								PCD - C/E ADM TRAINING	
Invoice: 121021MS-A				252790	121021MS-A	12/10/2021		USB1221	50.00
				50.00	63011586 443410			PD/WWU EMARKETS/TRAINING AH	
								CUR - C/E TRAINING TRAVEL	
Invoice: 121021MS-B				252791	121021MS-B	12/10/2021		USB1221	50.00
				50.00	63011586 443410			PD/WWU EMARKETS/TRAINING DM	
								CUR - C/E TRAINING TRAVEL	
Invoice: 121021MS-C				252792	121021MS-C	12/10/2021		USB1221	17.15
				17.15	63470588 531100			PCD/AMAZON/CALENDAR	
								CUR - DEV DEV PLAN OFC SUPPLY	
Invoice: 121321MS				252793	121321MS	12/13/2021		USB1221	2.10
				2.10	63011586 443410			PCD/WA ECOLOGY/TRAINING AH	
								CUR - C/E TRAINING TRAVEL	
Invoice: 121321MS-A				252795	121321MS-A	12/13/2021		USB1221	50.00
				50.00	63011586 443410			PCD/WA ECOLOGY/TRAINING AH	
								CUR - C/E TRAINING TRAVEL	
Invoice: 121421MS				252796	121421MS	12/14/2021		USB1221	178.86
				178.86	61011581 531100			PCD/AMAZON/PAPER, PENS, FOOT STOOL	
								PCD - C/E ADMIN SUPPLIES	
Invoice: 121721MS				252797	121721MS	12/17/2021		USB1221	280.00
				280.00	63011586 443410			PCD/EVENT LAND USE CASE/TRAINING 8 EMPLOYEES	
								CUR - C/E TRAINING TRAVEL	
Invoice: 122121MS				252798	122121MS	12/21/2021		USB1221	39.40
				39.40	61011581 531100			PCD/SLUY'S BAKERY/DEPARTMENT CELEBRATION	
								PCD - C/E ADMIN SUPPLIES	
Invoice: 122421MS				252799	122421MS	12/24/2021		USB1221	38.14
				38.14	61011581 531100			PCD/BI-MART/METAL ROLLING CART	
								PCD - C/E ADMIN SUPPLIES	
Invoice: 112921WS				252800	112921WS	11/29/2021		USB1221	19.30
				19.30	53011212 443410			POL/PIZZA HUT/MEAL	
								POLICE - C/E PATROL TRAINING	

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL	DESC		
252801	120121WS	12/01/2021	USB1221		46.51
	46.51 53011212 443410	POL/PORTERHOUSE STEAKHOUSE/MEAL POLICE - C/E PATROL TRAINING			
252802	120121WS-A	12/01/2021	USB1221		17.05
	17.05 53011212 443410	POL/SUBWAY/MEAL POLICE - C/E PATROL TRAINING			
252803	113021WS	11/30/2021	USB1221		10.94
	10.94 53011212 443410	POL/ARBYS/MEAL POLICE - C/E PATROL TRAINING			
252804	120121WS-B	12/01/2021	USB1221		284.84
	284.84 53011212 443410	POL/HOLIDAY INN/LODGING 2 NIGHTS POLICE - C/E PATROL TRAINING			
252805	120221WS	12/02/2021	USB1221		50.32
	50.32 53011212 443410	POL/AM/PM/FUEL POLICE - C/E PATROL TRAINING			
252806	120121WS-C	12/01/2021	USB1221		56.57
	56.57 53011212 443410	POL/CIRCLE K/FUEL POLICE - C/E PATROL TRAINING			
252807	120921WS	12/09/2021	USB1221		288.84
	288.84 52011212 520000	POL/GALLS/DETECTIVE JACKET HUSKA POLICE - C/E INVEST BENEFITS			
252813	120621JF	12/06/2021	USB1221		4.46
	4.46 53011212 443410	POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING			
252814	120721JF	12/07/2021	USB1221		37.95
	37.95 53011212 443410	POL/SHELL/FUEL POLICE - C/E PATROL TRAINING			
252815	120821JF	12/08/2021	USB1221		13.82
	13.82 53011212 443410	POL/AUNT BECKY'S DELI/MEAL POLICE - C/E PATROL TRAINING			
252816	120821JF-A	12/08/2021	USB1221		29.76
	29.76 53011212 443410	POL/SHELL/FUEL POLICE - C/E PATROL TRAINING			
252817	120921JF	12/09/2021	USB1221		13.40
	13.40 53011212 443410	POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING			
252818	120921JF-A	12/09/2021	USB1221		7.96
	7.96 53011212 443410	POL/ACADEMY CAFE/MEAL POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 120921JF-B				252819	120921JF-B	12/09/2021		USB1221	28.58
				28.58	53011212 443410	POL/SHELL/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 121021JF				252820	121021JF	12/10/2021		USB1221	14.36
				14.36	53011212 443410	POL/SHELL/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 120221AL				252821	120221AL	12/02/2021		USB1221	3,000.00
				3,000.00	31011256 541100	EX/NOLS/WILDERNESS FIRST RESPOND TRAINING AL			
						EX-GF-EMERG PREP-PROF SVCS			
Invoice: 120221AL-A				252822	120221AL-A	12/02/2021		USB1221	241.04
				241.04	31011256 531100	EX/AMAZON/SUPPLIES FOR HAM RADIO TEAM			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 120321AL				252823	120321AL	12/03/2021		USB1221	60.56
				60.56	31011256 541100	EX/GARMIN/SERVICE FEE FOR GARMIN INREACH			
						EX-GF-EMERG PREP-PROF SVCS			
Invoice: 120621AL				252824	120621AL	12/06/2021		USB1221	129.50
				129.50	31011229 54110001069	EX/NCSI/VOLUNTEER BACKGROUND CHECKS			
						COVID19 TESTING-PROF SVCS			
Invoice: 121321AL				252825	121321AL	12/13/2021		USB1221	395.10
				395.10	31011229 53110001069	EX/AMAZON/N95S FOR TEST & VACCINE SITES			
						TESTING-COVID19-SUPPLIES			
Invoice: 123121AL-A				252826	123121AL-A	12/13/2021		USB1221	250.00
				250.00	31011229 53110001069	EX/STARBUCKS/GIFT CARDS FOR VOLUNTEERS			
						TESTING-COVID19-SUPPLIES			
Invoice: 121321AL-B				252827	121321AL-B	12/13/2021		USB1221	7.62
				7.62	31011229 53110001069	EX/RITE AID/VOLUNTEER THANK YOU CARDS			
						TESTING-COVID19-SUPPLIES			
Invoice: 121421AL				252828	121421AL	12/14/2021		USB1221	22.12
				22.12	31011229 53110001069	EX/CARLYS CAFE/TEST SITE VOLUNTEER COFFEE			
						TESTING-COVID19-SUPPLIES			
Invoice: 121621AL				252829	121621AL	12/16/2021		USB1221	21,410.04
				21,410.04	31011252 53110001123	EX/TRAILER BOSS/2 TRAILERS FOR HUBS EMPG 21 GRANT			
						FEMA EMPG-S GRANT-SUPPLIES			
Invoice: 122021AL				252830	122021AL	12/20/2021		USB1221	150.03
				150.03	31011256 541100	EX/GARMIN/ACTIVATION FEES FOR INREACH			
						EX-GF-EMERG PREP-PROF SVCS			
Invoice: 122121AL				252832	122121AL	12/21/2021		USB1221	32.64
				32.64	31011229 53110001069	EX/CARLYS CAFE/COFFEE FOR TEST SITE VOLUNTEERS			
						TESTING-COVID19-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 122721AL				252833 122721AL	12/27/2021		USB1221	49.04
				49.04 31011256 531100			EX/ACE/TEA KETTLE FOR WARMING CENTER EX-GF-EMERG PREP-SUPPLIES	
Invoice: 113021DM				252895 113021DM	11/30/2021		USB1221	864.60
				864.60 73411345 548100			PW/CIMCO-GC/SOLENOID CONTROL VALVE REPAIRS & MAINTENANCE	
Invoice: 120121DM				252896 120121DM	12/01/2021		USB1221	6.25
				6.25 73411345 548100			PW/WSDOT GOODTOGO/TOLL CHARGE REPAIRS & MAINTENANCE	
Invoice: 120721DM				252897 120721DM	12/07/2021		USB1221	435.99
				435.99 73637891 531100			PW/COSTCO/BOTTLED WATER OFFICE SUPPLIES	
Invoice: 122021DM				252898 122021DM	12/20/2021		USB1221	327.00
				327.00 73111290 531100			PW/AMAZON/DISPOSABLE LATEX GLOVES O&M-STREET-MAINT O/H-SUPPLIES	
Invoice: 122121DM				252899 122121DM	12/21/2021		USB1221	1,069.29
				1,069.29 73637891 443410			PW/PROJECT MGNMT INST/TRAINING CERTIFICATION - AC O&M-ALLOC ADM-TRAINING EXP	
Invoice: 122021CK				252900 122021CK	12/20/2021		USB1221	20.00
				20.00 73421355 549100			PW/WWCPA/CERTIFICATE RENEWAL - AC WIN COLL-DUES/SUBCRIP	
Invoice: 122021CK-A				252901 122021CK-A	12/20/2021		USB1221	20.00
				20.00 73421355 549100			PW/WWCPA/CERT RENEWAL - RN WIN COLL-DUES/SUBCRIP	
Invoice: 120221CK				252902 120221CK	12/02/2021		USB1221	300.00
				300.00 73011189 545000			PW/PY STORAGE/STORAGE RENTAL O&M - C/E FACIL RENTS & LEASES	
Invoice: 120121CK				252903 120121CK	12/01/2021		USB1221	6,318.52
				2,646.07 73411345 531100			PW/USA BLUEBOOK/TUBES, GLOVES, STRIPE WAND OFFICE SUPPLIES	
				759.25 73421355 531100			WIN COLL-SUPPLIES	
				2,913.20 73425358 531100			O&M-WWTP-SUPPLIES	
Invoice: 122121CK				252904 122121CK	12/21/2021		USB1221	20.00
				20.00 73421355 549100			PW/WWCPA/CERT RENEWAL - CK WIN COLL-DUES/SUBCRIP	
Invoice: 120121CK-A				252905 120121CK-A	12/21/2021		USB1221	20.00
				20.00 73421355 549100			PW/WWCPA/CERT RENEWAL - NP WIN COLL-DUES/SUBCRIP	
				252906 122121CK-B	12/21/2021		USB1221	20.00

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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 122121CK-B				20.00	73421355 549100				
						PW/WWCPA/CERT RENEWAL - RG WIN COLL-DUES/SUBCRIP			
Invoice: 122121CK-C				252907	122121CK-C	12/21/2021		USB1221	20.00
				20.00	73421355 549100				
						PW/WWCPA/CERT RENEWAL - TP WIN COLL-DUES/SUBCRIP			
Invoice: 122121CK-D				252908	122121CK-D	12/21/2021		USB1221	20.00
				20.00	73421355 549100				
						PW/WWCPA/CERT RENEWAL - KY WIN COLL-DUES/SUBCRIP			
Invoice: 122121CK-E				252909	122121CK-E	12/21/2021		USB1221	20.00
				20.00	73421355 549100				
						PW/WWCPA/CERT RENEWAL - SP WIN COLL-DUES/SUBCRIP			
Invoice: 122121CK-F				252910	122121CK-F	12/21/2021		USB1221	45.00
				45.00	73421355 549100				
						PW/WWCPA/LATE FEE CERT RENEWAL - SP WIN COLL-DUES/SUBCRIP			
Invoice: 113021KD				252937	113021KD	11/30/2021		USB1221	260.00
				260.00	41011141 549100				
						FIN/INSTITUTE MGMT ACCT/CMA 2022 LIC RENEW - KD FIN-C/E-DUES, SUBS, MEMBERSHIPS			
Invoice: 120221KD				252938	120221KD	12/02/2021		USB1221	146.46
				146.46	41011141 531100				
						FIN/FORMS FULFILL CENTER/TYLER MUNIS FORMS FIN - C/E ADMIN SUPPLIES			
Invoice: 113021JR				252962	113021JR	11/30/2021		USB1221	300.28
				300.28	63470586 544000				
						PCD/CLICK2MAIL/LEGAL NOTICING CUR-DEV-ZONING-ADV			
Invoice: 120621JR				252963	120621JR	12/06/2021		USB1221	35.00
				35.00	63011586 443410				
						PCD/MRSC/LAND USE CASE LAW WEBINAR JS CUR - C/E TRAINING TRAVEL			
Invoice: 120721JR				252964	120721JR	12/07/2021		USB1221	400.96
				400.96	73011897 531100				
						PW/AMAZON/PAPER TOWELS, WASTEBASKET O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 121321JR				252965	121321JR	12/13/2021		USB1221	232.61
				232.61	73111427 531100				
						PW/AMAZON/TREE SUPPLIES - MB OFFICE SUPPLIES			
Invoice: 121521JR				252966	121521JR	12/15/2021		USB1221	51.17
				51.17	61011581 531100				
						PCD/SAFEWAY/HOLIDAY PARTY SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 121521JR-A				252967	121521JR-A	12/15/2021		USB1221	378.00
				378.00	61011584 443410				
						PCD/PRYOR SEMINARS/TRAINING SUBSCRIPTION - RA PCD - C/E ADM TRAINING			
				252968	121721JR	12/17/2021		USB1221	519.40

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 121721JR				519.40 61011581 531100	PCD/TUNA GRAPHICS/PCD TSHIRTS 2021			
					PCD - C/E ADMIN SUPPLIES			
Invoice: 122121JR				252969 122121JR	12/21/2021		USB1221	388.90
				388.90 62471591 531100	PCD/AMAZON/PLAN SET STORAGE BAGS			
					BLDG-SUPPLIES			
Invoice: 122121JR-A				252970 122121JR-A	12/21/2021		USB1221	153.18
				153.18 62471591 531100	PCD/BAGSUNLIMITED.COM/PLAN SET STORAGE BAGS			
					BLDG-SUPPLIES			
Invoice: 121721JR-A				252971 121721JR-A	12/17/2021		USB1221	34.96
				34.96 73011755 531100	PW/EVERGREEN PACIFIC/TIDE CALENDARS O&M			
					O&M-COMMONS SUPPLIES			
Invoice: 121321JR-A				252972 121321JR-A	12/13/2021		USB1221	147.15
				147.15 73111427 531100	PW/AMAZON/TREE SUPPLIES - MB			
					OFFICE SUPPLIES			
Invoice: 121321JR-B				252973 121321JR-B	12/13/2021		USB1221	34.97
				34.97 73111427 531100	PW/AMAZON/TREE SUPPLIES - MB			
					OFFICE SUPPLIES			
Invoice: 121321JR-C				252974 121321JR-C	12/13/2021		USB1221	217.95
				217.95 73111427 531100	PW/AMAZON/TREE SUPPLIES - MB			
					OFFICE SUPPLIES			
Invoice: 113021RL				253066 113021RL	11/30/2021		USB1221	84.90
				33.96 11011116 531100	EX,EXCC,FIN/NAMETAGCOUNTRY/MAGNETIC NAMETAGS			
				16.98 31011131 531100	COUNCIL - SUPPLIES			
				16.98 36011143 531100	EX-GF-SUPPLIES			
				16.98 41011141 531100	CLERK-C/E SUPPLIES			
					FIN - C/E ADMIN SUPPLIES			
Invoice: 120121RL				253067 120121RL	12/01/2021		USB1221	121.67
				121.67 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120221RL				253068 120221RL	12/02/2021		USB1221	29.30
				29.30 11011116 531100	CC/DINN BROTHERS/COUNCIL NAMEPLATES			
					COUNCIL - SUPPLIES			
Invoice: 120221RL-A				253069 120221RL-A	12/02/2021		USB1221	79.46
				79.46 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120221RL-B				253070 120221RL-B	12/02/2021		USB1221	59.95
				59.95 31011131 531100	EX/A-AZPM/STANDING DESK MAT			
					EX-GF-SUPPLIES			
Invoice: 120521RL				253071 120521RL	12/05/2021		USB1221	38.14
					CC/WORLD MARKET/HOLIDAY DECORATIONS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				38.14 11011116 531100		COUNCIL - SUPPLIES		
Invoice: 120521RL-A				253072 120521RL-A	12/05/2021	USB1221		29.63
				29.63 41011141 531100	FIN/AMAZON/CALENDAR			
					FIN - C/E ADMIN SUPPLIES			
Invoice: 120521RL-B				253073 120521RL-B	12/05/2021	USB1221		48.76
				48.76 31011131 549100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 120521RL-C				253074 120521RL-C	12/05/2021	USB1221		202.74
				202.74 31011131 531100	EX/LOWES/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120521RL-D				253075 120521RL-D	12/05/2021	USB1221		20.70
				20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120621RL				253076 120621RL	12/06/2021	USB1221		20.70
				20.70 31011131 531100	EX/ACE HARDWARE/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL				253077 120821RL	12/08/2021	USB1221		363.85
				363.85 41011141 531100	FIN/PITNEY BOWES/POSTAGE MACHINE INK			
					FIN - C/E ADMIN SUPPLIES			
Invoice: 120721RL				253078 120721RL	12/07/2021	USB1221		104.36
				104.36 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120621RL-A				253079 120621RL-A	12/06/2021	USB1221		89.87
				89.87 31011131 531100	EX/DANAS ON BI/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL-A				253080 120821RL-A	12/08/2021	USB1221		58.80
				58.80 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120821RL-B				253081 120821RL-B	12/08/2021	USB1221		19.61
				19.61 31011131 531100	EX/AMAZON/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 120921RL				253082 120921RL	12/09/2021	USB1221		603.46
				603.46 32011152 549100	LEGAL/THOMSON WEST/ONLINE LEGAL SUBSCRIPTION			
					LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-A				253083 120921RL-A	12/09/2021	USB1221		109.00
				109.00 32011152 549100	LEGAL/LEXISNEXIS/ONLINE LEGAL SUBSCRIPTION			
					LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 120921RL-B				253084 120921RL-B	12/09/2021	USB1221		-34.88
					EX/DANAS ON BI/HOLIDAY DECORATION RETURN			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				-34.88 31011131 531100	EX-GF-SUPPLIES			
Invoice: 121121RL				253085 121121RL	12/11/2021	USB1221		9.79
				9.79 11011116 531100	CC/WALMART/WRAPPING PAPER/TWINE			
					COUNCIL - SUPPLIES			
Invoice: 121121RL-A				253086 121121RL-A	12/11/2021	USB1221		21.76
				21.76 31011131 531100	EX/RITE-AID/HOLIDAY DECORATIONS			
					EX-GF-SUPPLIES			
Invoice: 113021KD-A				253103 113021KD-A	11/30/2021	USB1221		9.99
				9.99 31011572 549100	EX/KITSAP SUN/ONLINE SUBSCRIPTION			
					OUTREACH DUES, SUBS& MEMBER			
Invoice: 120321KD				253104 120321KD	12/03/2021	USB1221		117.68
				117.68 31011572 531100	EX/AMAZON/STORAGE BOX FOR REUSABLE CUPS			
					EX-GF-OUTREACH-SUPPLIES			
Invoice: 120821KD				253105 120821KD	12/08/2021	USB1221		76.30
				76.30 31011572 549100	EX/CONSTANT CONTACT/CITY MNGR REPORT SUBSCRIPTION			
					OUTREACH DUES, SUBS& MEMBER			
Invoice: 122221KD				253106 122221KD	12/22/2021	USB1221		42.49
				42.49 31011572 53550000567	EX/B&H PHOTO/CARD READER FOR VIDEO PROJECTS			
					EX-GF-OUTREACH-PEG NON-CAP			
Invoice: 120221KS				253115 120221KS	12/02/2021	USB1221		125.00
				125.00 41011144 443410	FIN/AWV/ARPA WEBINAR - KS			
					FIN - C/E TRAINING			
Invoice: 120421KS				253116 120421KS	12/04/2021	USB1221		11.75
				11.75 31011131 531100	EX/ACE HARDWARE/CITY HALL ORNAMENTS			
					EX-GF-SUPPLIES			
Invoice: 120621KS				253117 120621KS	12/06/2021	USB1221		85.00
				85.00 41011144 443410	FIN/GFOA/NOTE TO F/S WEBINAR - KS			
					FIN - C/E TRAINING			
Invoice: 121121KS				253118 121121KS	12/11/2021	USB1221		3.04
				3.04 31011131 531100	EX/ACE HARDWARE/WRAPPING PAPER			
					EX-GF-SUPPLIES			
Invoice: 122021KS				253119 122021KS	12/20/2021	USB1221		219.00
				219.00 41011144 443410	FIN/AURORA TRAINING/1099 TRAINING - JK			
					FIN - C/E TRAINING			
Invoice: 120721JH				253213 120721JH	12/07/2021	USB1221		95.00
				95.00 65011597 549100	PCD/INT'L CODE COUNCIL/CERTIFICATION RENEWAL			
					CODE - C/E DUES/SUBSCRIPTIONS			

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		CHECK	601 TOTAL:	72,769.99
NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		.00
		<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL MANUAL CHECKS		1	72,769.99	
TOTAL VOIDED CHECKS		1	72,769.99	
		*** GRAND TOTAL ***		.00

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YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	214									
APP	001-213000		01/28/2022	USB1221	012822			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		58,098.51	
APP	635-111100		01/28/2022	USB1221	012822			CASH AP CASH DISBURSEMENTS JOURNAL			72,769.99
APP	407-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,049.09	
APP	631-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,595.99	
APP	301-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,644.97	
APP	401-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,544.30	
APP	101-213000		01/28/2022	USB1221	012822			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		959.68	
APP	402-213000		01/28/2022	USB1221	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,877.45	
APP	001-213000		01/28/2022	600	012822			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			58,098.51
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		58,098.51	
APP	407-213000		01/28/2022	600	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			2,049.09
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		2,049.09	
APP	631-213000		01/28/2022	600	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			1,595.99
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		1,595.99	
APP	301-213000		01/28/2022	600	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			2,644.97
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		2,644.97	
APP	401-213000		01/28/2022	600	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			3,544.30
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		3,544.30	
APP	101-213000		01/28/2022	600	012822			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			959.68
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		959.68	
APP	402-213000		01/28/2022	600	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			3,877.45
APP	635-111100		01/28/2022	600	012822			CASH AP CASH DISBURSEMENTS JOURNAL		3,877.45	
JOURNAL 2022/01/214									TOTAL	145,539.98	145,539.98

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-213000 001-213000	2022 1	214	01/28/2022	GENERAL - ACCOUNTS PAYABLE GENERAL - ACCOUNTS PAYABLE	58,098.51	58,098.51
				FUND TOTAL	58,098.51	58,098.51
101 STREET FUND 101-213000 101-213000	2022 1	214	01/28/2022	STREETS - ACCOUNTS PAYABLE STREETS - ACCOUNTS PAYABLE	959.68	959.68
				FUND TOTAL	959.68	959.68
301 CAPITAL CONSTRUCTION FUND 301-213000 301-213000	2022 1	214	01/28/2022	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	2,644.97	2,644.97
				FUND TOTAL	2,644.97	2,644.97
401 WATER OPERATING FUND 401-213000 401-213000	2022 1	214	01/28/2022	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	3,544.30	3,544.30
				FUND TOTAL	3,544.30	3,544.30
402 SEWER OPERATING FUND 402-213000 402-213000	2022 1	214	01/28/2022	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	3,877.45	3,877.45
				FUND TOTAL	3,877.45	3,877.45
407 BUILDING & DEVELOPMENT FUND 407-213000 407-213000	2022 1	214	01/28/2022	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	2,049.09	2,049.09
				FUND TOTAL	2,049.09	2,049.09
631 CLEARING FUND 631-213000 631-213000 635-111100 635-111100	2022 1	214	01/28/2022	ACCOUNTS PAYABLE ACCOUNTS PAYABLE CASH CASH	1,595.99 72,769.99	1,595.99 72,769.99
				FUND TOTAL	74,365.98	74,365.98

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		
101 STREET FUND		
301 CAPITAL CONSTRUCTION FUND		
401 WATER OPERATING FUND		
402 SEWER OPERATING FUND		
407 BUILDING & DEVELOPMENT FUND		
631 CLEARING FUND		
TOTAL	.00	.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
602	01/28/2022	EFT	710 WCIA	253298	15284	01/01/2022	WCIA2022	591,962.00
	Invoice: 15284					2022 INSURANCE		
				297,975.42	91011182	546000	GG-C/E-INSURANCE	
				96,097.91	91111182	546000	GG-STREET-INSURANCE	
				28,192.03	91411182	546000	GG-WTR-INSURANCE	
				49,604.55	91421182	546000	GG-SWR-INSURANCE	
				3,959.25	91426355	546000	GG-SIS-INSURANCE	
				45,368.96	91431182	546000	GG-SSWM-INSURANCE	
				1,156.33	91435838	546000	GG-DECANT-INSURANCE	
				42,182.33	91470182	546000	GG-DEV-INSURANCE	
				27,425.22	91471182	546000	GG-BLDG-INSURANCE	
						CHECK	602 TOTAL:	591,962.00
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	591,962.00
					COUNT		AMOUNT	
					TOTAL EFT'S	1	591,962.00	
							*** GRAND TOTAL ***	591,962.00

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YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2022 1 220										
APP 001-213000	01/28/2022	WCIA2022	012822			GENERAL - ACCOUNTS PAYABLE			297,975.42	
						AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	01/28/2022	WCIA2022	012822			CASH				591,962.00
						AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	01/28/2022	WCIA2022	012822			STREETS - ACCOUNTS PAYABLE			96,097.91	
						AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	01/28/2022	WCIA2022	012822			ACCOUNTS PAYABLE			28,192.03	
						AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	01/28/2022	WCIA2022	012822			ACCOUNTS PAYABLE			53,563.80	
						AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	01/28/2022	WCIA2022	012822			ACCOUNTS PAYABLE			46,525.29	
						AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000	01/28/2022	WCIA2022	012822			ACCOUNTS PAYABLE			69,607.55	
						AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									591,962.00	591,962.00
APP 631-130000	01/28/2022	WCIA2022	012822			DUE TO/FROM CLEARING			591,962.00	
APP 001-130000	01/28/2022	WCIA2022	012822			GENERAL - DUE TO/FROM CLEARING				297,975.42
APP 101-130000	01/28/2022	WCIA2022	012822			STREETS - DUE TO/FROM CLEARING				96,097.91
APP 401-130000	01/28/2022	WCIA2022	012822			DUE TO/FROM CLEARING				28,192.03
APP 402-130000	01/28/2022	WCIA2022	012822			DUE TO/FROM CLEARING				53,563.80
APP 403-130000	01/28/2022	WCIA2022	012822			DUE TO/FROM CLEARING				46,525.29
APP 407-130000	01/28/2022	WCIA2022	012822			DUE TO/FROM CLEARING				69,607.55
SYSTEM GENERATED ENTRIES TOTAL									591,962.00	591,962.00
JOURNAL 2022/01/220 TOTAL									1,183,924.00	1,183,924.00

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	220	01/28/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	297,975.42	297,975.42
				FUND TOTAL	297,975.42	297,975.42
101 STREET FUND 101-130000 101-213000	2022 1	220	01/28/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	96,097.91	96,097.91
				FUND TOTAL	96,097.91	96,097.91
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	220	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	28,192.03	28,192.03
				FUND TOTAL	28,192.03	28,192.03
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	220	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	53,563.80	53,563.80
				FUND TOTAL	53,563.80	53,563.80
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	220	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	46,525.29	46,525.29
				FUND TOTAL	46,525.29	46,525.29
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	220	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	69,607.55	69,607.55
				FUND TOTAL	69,607.55	69,607.55
631 CLEARING FUND 631-130000 635-111100	2022 1	220	01/28/2022	DUE TO/FROM CLEARING CASH	591,962.00	591,962.00
				FUND TOTAL	591,962.00	591,962.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		297,975.42
101	STREET FUND		96,097.91
401	WATER OPERATING FUND		28,192.03
402	SEWER OPERATING FUND		53,563.80
403	STORM & SURFACE WATER FUND		46,525.29
407	BUILDING & DEVELOPMENT FUND		69,607.55
631	CLEARING FUND		
		591,962.00	
	TOTAL	591,962.00	591,962.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
603	01/28/2022	EFT	705 FCS GROUP	253256	3373-22108110	08/20/2021	M012822	2,050.00
Invoice: 3373-22108110					ENG/FARNCLIFF WATER EXTENSION RATE STUDY			
				2,050.00	72411342	54110001170	FERNCLIFF WTR EXT RATE STUDY	
							CHECK 603 TOTAL:	2,050.00
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		2,050.00
					COUNT	AMOUNT		
TOTAL EFT'S					1	2,050.00		
							*** GRAND TOTAL ***	2,050.00

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	222									
APP	401-213000		01/28/2022	M012822	012822			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,050.00	
APP	635-111100		01/28/2022	M012822	012822			CASH AP CASH DISBURSEMENTS JOURNAL			2,050.00
GENERAL LEDGER TOTAL										2,050.00	2,050.00
APP	631-130000		01/28/2022	M012822	012822			DUE TO/FROM CLEARING		2,050.00	
APP	401-130000		01/28/2022	M012822	012822			DUE TO/FROM CLEARING			2,050.00
SYSTEM GENERATED ENTRIES TOTAL										2,050.00	2,050.00
JOURNAL 2022/01/222 TOTAL										4,100.00	4,100.00

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2022	1	222	01/28/2022			
	401-130000					DUE TO/FROM CLEARING		2,050.00
	401-213000					ACCOUNTS PAYABLE	2,050.00	
						FUND TOTAL	2,050.00	2,050.00
631	CLEARING FUND	2022	1	222	01/28/2022			
	631-130000					DUE TO/FROM CLEARING	2,050.00	
	635-111100					CASH		2,050.00
						FUND TOTAL	2,050.00	2,050.00

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FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		2,050.00
631	CLEARING FUND	2,050.00	
	TOTAL	2,050.00	2,050.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
604	02/09/2022	EFT	8991 ALLIANCE 2020, INC	253451	5835506	01/31/2022	02/06/22	71.97
	Invoice: 5835506			71.97	33011161	541100	HR/BACKGROUND CHECKS HR-C/E-PROF SVCS	
							CHECK	604 TOTAL: 71.97
605	02/09/2022	EFT	4365 AUTOMATIC FUNDS TRAN	253483	122837	01/18/2022	02/06/22	4,252.13
	Invoice: 122837			2,261.89	41011141	541100	FIN/2021 B&O RETURN MAILING	
				1,990.24	41011141	542500	FIN - C/E ADMIN PROF SERVICES FIN-C/E-ADM-POSTAGE/SHIPPING	
							CHECK	605 TOTAL: 4,252.13
606	02/09/2022	EFT	55 SOUND PUBLISHING, IN	253487	0004287288	12/31/2021	02/06/22	461.66
	Invoice: 0004287288			461.66	11011113	544000	CC/VOLUNTEER OPPORTUNITY PLANNING COMMISSION COUNCIL - LEGAL NOTICES	
							CHECK	606 TOTAL: 461.66
607	02/09/2022	EFT	55 SOUND PUBLISHING, IN	253135	BIR945231	12/17/2021	02/06/22	82.17
	Invoice: BIR945231			82.17	63470586	544000	PCD/NOA PLN51961 SPT CUR-DEV-ZONING-ADV	
				253150	BIR945052			
	Invoice: BIR945052			175.23	71011321	544000	PW/PW_ENG_120921 PW - C/E ADVERTISING	175.23
				253307	BIR944746			
	Invoice: BIR944746			108.00	63470586	544000	PCD/PLN 13551 SPRA FSUBA CUR-DEV-ZONING-ADV	108.00
							CHECK	607 TOTAL: 365.40
608	02/09/2022	EFT	5412 BENEFIT ADMINISTRATI	253293	2201207	01/24/2022	02/06/22	533.80
	Invoice: 2201207			58.72	21011125	520000	HSA/FSA BENEFITS	
				96.08	31011131	520000	COURT - BENEFITS	
				85.41	41011141	520000	EX-GF-BEN	
				16.01	51011211	520000	FIN - C/E ADMIN BENEFITS	
				48.04	61011581	520000	PD-C/E ADMIN-BENEFITS	
				58.72	71011321	520000	PCD - C/E ADMIN BENEFITS	
				170.82	81011881	520000	PW - C/E BENEFITS IT - C/E ADMIN BENEFITS	
							CHECK	608 TOTAL: 533.80

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
609	02/09/2022	EFT	45 BAINBRIDGE ISLAND CH	253170	17085	12/31/2021	02/06/22	1,080.39
	Invoice: 17085					EX/WAGES, ADMIN SUPPORT, PRINTING		
				1,080.39	31011492	54245001194	CAP-WASTE RED-OUTREACH	
						CHECK	609 TOTAL:	1,080.39
610	02/09/2022	EFT	7178 BAINBRIDGE ISL CHILD	253130	Q4-2021	12/31/2021	02/06/22	2,500.00
	Invoice: Q4-2021					EX/2021 COMMUNITY SERVICES CONTRA		
				2,500.00	31017670	54110000297	EX-BI CHILD CARE/B&G CLUB	
						CHECK	610 TOTAL:	2,500.00
611	02/09/2022	EFT	971 BAINBRIDGE ISLAND HI	253131	989	01/19/2022	02/06/22	3,750.00
	Invoice: 989					OPERATIONAL SUPPORT (TOURISM R		
				3,750.00	91140573	541100	GG-TOUR-PROF SERVICES	
	Invoice: 990							
				253132	990			
				3,000.00	31011732	54110000297	EX/2020-21 CULTURAL FUNDING: OPER	
							EX-GF-CULTURAL ARTS & SCIENCES	
						CHECK	611 TOTAL:	6,750.00
612	02/09/2022	EFT	9449 CASCADE COLUMBIA DIS	253281	826624	01/11/2022	02/06/22	893.53
	Invoice: 826624					PW/550 # DRUM, SODIUM HYPOCHLORITE		
				893.53	73425358	531100	O&M-WWTP-SUPPLIES	
						CHECK	612 TOTAL:	893.53
613	02/09/2022	EFT	6101 E & S BRYAN INC	253448	3137	01/30/2022	02/06/22	2,062.50
	Invoice: 3137					FIN/VARIOUS UB, FINANCE REPORTS		
				2,062.50	41011141	541100	FIN - C/E ADMIN PROF SERVICES	
						CHECK	613 TOTAL:	2,062.50
614	02/09/2022	EFT	7016 CUSTOM PRINTING	253175	9880	12/20/2021	02/06/22	69.22
	Invoice: 9880					PD/DYLAN MARCUS BUSINESS CARDS		
				69.22	63470588	549500	CUR-DEV PLAN-COPIES/PRINTING	
						CHECK	614 TOTAL:	69.22
615	02/09/2022	EFT	7144 DTMICRO, INC	253379	5997	01/15/2022	02/06/22	136.25
	Invoice: 5997					IT/POLICE FIBER CONNECTION TO COUNTY		
				136.25	91011215	542100	GG-C/E-PD-PHONE	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		615 TOTAL:	136.25
616	02/09/2022	EFT	8134 EVERBRIDGE, INC	253369 M68148	01/27/2022		02/06/22	20,267.05
				20,267.05 81011881 535100	IT/NIXLE ALERT SYSTEM ANNUAL MAINTENANCE			
					IT - C/E COMPUTER SOFTWARE			
					CHECK		616 TOTAL:	20,267.05
617	02/09/2022	EFT	5781 EXTERMINATION SERVIC	253463 40570	01/31/2022		02/06/22	229.11
				229.11 73637891 548100	PW/ODOR INSPECTION HIDDEN COVE RD			
					REPAIRS			
					CHECK		617 TOTAL:	229.11
618	02/09/2022	EFT	6940 FREMONT ANALYTICAL	253422 2112259	12/23/2021		02/06/22	2,250.00
				2,250.00 73011370 54110000261	PW/VINCENT LANDFILL GROUNDWATER			
					BI LANDFILL MONITORING-PRO SVC			
				253423 2112260	12/22/2021		02/06/22	874.68
				874.68 73011370 54110000261	PW/VINCENT LANDFILL SURFACEWATER			
					BI LANDFILL MONITORING-PRO SVC			
					CHECK		618 TOTAL:	3,124.68
619	02/09/2022	EFT	4161 HERRERA ENVIRONMENTA	253190 50267	01/18/2022		02/06/22	2,694.22
				2,694.22 72431832 54110000664	ENG/WTR INVENTORY ASSESSMENT & PRI			
					ST DOE SSWM-PROF SVCS			
					CHECK		619 TOTAL:	2,694.22
620	02/09/2022	EFT	7184 ISLAND VOLUNTEER CAR	253141 1021	01/04/2022		02/06/22	6,250.00
				6,250.00 31017690 54110200297	EX/2021 COMMUNITY SERVICES CONTRA			
					ISLAND VOLUNTEER CAREGIVERS			
					CHECK		620 TOTAL:	6,250.00
621	02/09/2022	EFT	9699 JMG CONSTRUCTORS, LL	253191 PAYREQ3-00987	01/07/2022		02/06/22	117,520.00
				117,520.00 73414434 66300000987	PW/CHLORINE GENERATOR UPGRADES -			
					CHLORINE GEN UPGRADE-CONSTR			
					CHECK		621 TOTAL:	117,520.00
622	02/09/2022	EFT	199 KITSAP ECONOMIC DEVE	253245 CBI-4Q-21	12/31/2021		02/06/22	2,500.00
				2,500.00 31011586 54110000297	EX/ECONOMIC DEVELOPMENT SRVCS Q4 2021			
					EX-GF-ECON DEV PLANNING			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
							CHECK 622 TOTAL:	2,500.00
623	02/09/2022	EFT	9565 KATHERINE L KIRKLAND	253304 021	01/28/2022		02/06/22	2,205.00
	Invoice: 021					EX/GRAPHIC DESIGN SUPPORT WINTER 2022	COBI CONN	
				2,205.00	31011572	54110001015	NEWSLETTER-PROF SVCS	
							CHECK 623 TOTAL:	2,205.00
624	02/09/2022	EFT	315 KITSAP HUMANE SOCIET	253485 2084	01/01/2022		02/06/22	6,420.33
	Invoice: 2084					ANIMAL CONTROL (2021-2023)		
				6,420.33	91011393	541100	FIN - C/E ANIMAL CONTROL FEES	
				253486		2094		
	Invoice: 2094						02/01/2022	02/06/22
				6,420.33	91011393	541100	ANIMAL CONTROL (2021-2023)	6,420.33
							FIN - C/E ANIMAL CONTROL FEES	
							CHECK 624 TOTAL:	12,840.66
625	02/09/2022	EFT	309 KITSAP TIRE CENTER I	253246 INV055360	12/15/2021		02/06/22	548.27
	Invoice: INV055360					PW/SUBLET SERVICE CALL, TIRE INSTALL		
				548.27	73431835	531100	OFFICE SUPPLIES	
				253464		INV055621		
	Invoice: INV055621						01/12/2022	02/06/22
				614.80	53011212	531100	POL/GOODYEAR EAGLE ENFORCER TIRES X4	614.80
							PD-C/E-PATROL SUPPLIES	
				253465		INV055720		
	Invoice: INV055720						01/25/2022	02/06/22
				35.97	53011212	531100	POL/SCRAP TIRE DISPOSAL CHARGE X4	35.97
							PD-C/E-PATROL SUPPLIES	
							CHECK 625 TOTAL:	1,199.04
626	02/09/2022	EFT	1851 KRAZAN & ASSOCIATES	253339 J602959-5873	12/31/2021		02/06/22	285.50
	Invoice: J602959-5873					ENG/ONCALL SERVICES CONTRACT FOR T		
				285.50	72011322	54110000202	GEO TECH SVCS-PRO SVCS	
							CHECK 626 TOTAL:	285.50
627	02/09/2022	EFT	6577 LAKESIDE INDUSTRIES	253434 184577	01/15/2022		02/06/22	2,857.59
	Invoice: 184577					PW/EZ STREET ASPHALT 17.57	TON	
				2,857.59	73111423	531100	OFFICE SUPPLIES	
							CHECK 627 TOTAL:	2,857.59

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
628	02/09/2022	EFT	8642 MULTICARE CENTERS OF	253466 151247	01/03/2022		02/06/22	110.00
	Invoice: 151247			110.00 73637892 541100	PW/A ECKSTROM CDL PHYSICAL	O&M-ALLOC-WTR-PROF SVCS		
					CHECK		628 TOTAL:	110.00
629	02/09/2022	EFT	4112 PROTHMAN COMPANY	253235 2022-7703	01/24/2022		02/06/22	9,527.50
	Invoice: 2022-7703			4,287.37 61011581 510000	PCD/INTERIM PLANNING DIRECTOR MARK HOFFMAN	PCD - C/E ADMIN SALARY		
				3,811.00 61470581 510000	PCD - DEV ADMIN SALARY			
				1,429.13 61470581 510000	PCD - DEV ADMIN SALARY			
					CHECK		629 TOTAL:	9,527.50
630	02/09/2022	EFT	7435 RANDY KAN PORTABLE R	253155 1938218	12/30/2021		02/06/22	180.00
	Invoice: 1938218			180.00 73011768 545000	PW/PORTABLE RESTROOMS EAGLE HARBOR DR	O&M-C/E-PARKS-OP LEASES		
	Invoice: 1938219			253156 1938219	12/30/2021		02/06/22	90.00
				90.00 73011768 545000	PW/PORTABLE RESTROOMS CRESOTE PLACE NE	O&M-C/E-PARKS-OP LEASES		
	Invoice: 1938220			253157 1938220	12/30/2021		02/06/22	90.00
				90.00 73435838 545000	PW/PORTABLE RESTROOMS NE VINCENT RD	O&M-DECANT-RENTS		
	Invoice: 1938229			253158 1938229	12/30/2021		02/06/22	90.00
				90.00 73011897 545000	PW/PORTABLE RESTROOMS HIDDEN COVE RD	O&M-C/E-PWYD FAC-RENTS		
					CHECK		630 TOTAL:	450.00
631	02/09/2022	EFT	617 S & B INC	253228 26033A	01/12/2022		02/06/22	683.78
	Invoice: 26033A			683.78 73421355 531100	PW/KPSI LIFT STATION LEVEL TRANSMITTER	WIN COLL-SUPPLIES		
					CHECK		631 TOTAL:	683.78
632	02/09/2022	EFT	7173 SKILLINGS	253424 13252	02/01/2022		02/06/22	7,022.76
	Invoice: 13252			7,022.76 72321953 64110000715	ENG/SPORTSMAN CLUB & NEW BROOKLYN	SP CLUB/NB INTERSECTN-DESIGN		
					CHECK		632 TOTAL:	7,022.76

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
633	02/09/2022	EFT	5730 SUMMIT LAW GROUP	253146	133637	01/19/2022	02/06/22	2,075.12
	Invoice: 133637			2,075.12	32011152	54111000870	LEGAL/PROFESSIONAL SERVICES LGL-HR (NON-BARGAINING)	DEC 2021
	Invoice: 133638			253147	133638	01/19/2022	02/06/22	2,010.00
				2,010.00	32011152	54111000274	LEGAL/PROFESSIONAL SERVICES LGL-LABOR NEGOTIATIONS	DEC 2021
							CHECK	633 TOTAL:
								4,085.12
634	02/09/2022	EFT	6746 SYMBOL ARTS	253303	0421306-IN	01/26/2022	02/06/22	125.47
	Invoice: 0421306-IN			125.47	53011212	531100	POL/SERGEANT BADGE X1 PD-C/E-PATROL SUPPLIES	
							CHECK	634 TOTAL:
								125.47
635	02/09/2022	EFT	9295 TOOLE DESIGN GROUP,	253292	70178_DEC01	01/20/2022	02/06/22	2,452.13
	Invoice: 70178_DEC01			2,452.13	72334561	64110001088	ENG/CORRIDOR IMPRVMENTS DESIGN & FI MAD AVE SIDEWALK IMPR-PROF SVC	
							CHECK	635 TOTAL:
								2,452.13
636	02/09/2022	EFT	9839 DHDESIGN SERVICES LL	253447	CITY BI TC141-INV2	01/31/2022	02/06/22	175.00
	Invoice: CITY BI TC141-INV2			175.00	31011572	54245001064	EX/GRAPHIC DESIGN SUPPORT MLK DAY POSTER RETF-COMMUNITY OUTREACH	
							CHECK	636 TOTAL:
								175.00
637	02/09/2022	EFT	1152 USA BLUE BOOK	253232	843869	01/12/2022	02/06/22	1,151.89
	Invoice: 843869			1,151.89	73425358	531100	PW/BOD BOTTLES 300 ML, HACH M-FC BROTH O&M-WWTP-SUPPLIES	
	Invoice: 844030			253233	844030	01/12/2022	02/06/22	353.24
				353.24	73425358	531100	PW/RICCA PH BUFFER, COREPRO SR SAMPLER O&M-WWTP-SUPPLIES	
	Invoice: 827317			253247	827317	12/22/2021	02/06/22	228.92
				228.92	73425358	531100	PW/2.5 GAL LDPE WIDE MOUTH CARBOY O&M-WWTP-SUPPLIES	
	Invoice: 852147			253437	852147	01/20/2022	02/06/22	1,086.70
				1,086.70	73425358	531100	PW/DIAMOND GRIP POWDER FREE GLOVES O&M-WWTP-SUPPLIES	
							CHECK	637 TOTAL:
								2,820.75

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
638	02/09/2022	EFT	553 UTILITIES UNDERGROUN	253195 1120121	12/31/2021		02/06/22	103.20
	Invoice: 1120121					PW/80 EXCAVATION NOTIFICATIONS		
				103.20 73637893 54110000393		O&M ALLOC-LOCATING SVCS		
	Invoice: 1090121			253296 1090121	09/30/2021		02/06/22	203.82
						PW/EXCAVATION NOTIFICATIONS	158 SEP 2021	
				203.82 73637893 54110000393		O&M ALLOC-LOCATING SVCS		
	Invoice: 1100121			253297 1100121	10/31/2021		02/06/22	197.37
						PW/EXCAVATION NOTIFICATIONS	153 OCT 2021	
				197.37 73637893 54110000393		O&M ALLOC-LOCATING SVCS		
						CHECK	638 TOTAL:	504.39
639	02/09/2022	EFT	167 WA ST DEPT OF ECOLOG	253176 LAU-WA-W405-21	12/02/2021		02/06/22	600.00
	Invoice: LAU-WA-W405-21					PW/LAB ACCREDITATION FEES		
				600.00 73425358 549100		O&M-WWTP-DUES, SUBSCR		
						CHECK	639 TOTAL:	600.00
640	02/09/2022	EFT	710 WCIA	253198 15130	06/08/2021		02/06/22	50.00
	Invoice: 15130					PCD/NO SHOW TRAINING FEE		
				50.00 61011584 443410		PCD - C/E ADM TRAINING		
	Invoice: 15265			253300 15265	11/23/2021		02/06/22	70.00
						POL/NO SHOW TRAINING INVOICE, BURNS		
				70.00 51011214 443410		PD-C/E-ADMIN-TRAINING		
						CHECK	640 TOTAL:	120.00
641	02/09/2022	EFT	2175 WEST SOUND WILDLIFE	253248 Q4-2021	12/31/2021		02/06/22	2,137.50
	Invoice: Q4-2021					WILDLIFE CONTROL SERVICES Q4 2021		
				2,137.50 91011393 541100		FIN - C/E ANIMAL CONTROL FEES		
						CHECK	641 TOTAL:	2,137.50
642	02/09/2022	EFT	499 WESTBAY AUTO PARTS I	253249 685207	12/16/2021		02/06/22	299.34
	Invoice: 685207					PW/NITRILE DISPOSABLE GLOVES		
				299.34 73638935 531100		O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 685427			253250 685427	12/17/2021		02/06/22	10.46
						POL/2016 CHEV COLORADO OIL FILTER		
				10.46 53011212 531100		PD-C/E-PATROL SUPPLIES		
	Invoice: 685490			253251 685490	12/17/2021		02/06/22	54.94
						PW/SOLVENT X 18		
				54.94 73637891 531100		OFFICE SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 685499				253252 685499	12/17/2021		02/06/22	187.96
				187.96 73638935 531100	PW/NAPA QUART 5W30 OIL, 2.5 DEF			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 685581				253471 685581	12/17/2021		02/06/22	114.34
				114.34 990 141100	22IN EXACTFIT-BEAM X3			
					MERCHANDISE			
Invoice: 691408				253472 691408	01/18/2022		02/06/22	16.23
				16.23 990 141100	HYD HOSE FITTINGS X2			
					MERCHANDISE			
Invoice: 688946				253473 688946	01/06/2022		02/06/22	67.49
				67.49 53011212 531100	POL/UREA DEF FILTER			
					PD-C/E-PATROL SUPPLIES			
Invoice: 689064				253474 689064	01/06/2022		02/06/22	284.71
				284.71 73411345 531100	PW/LEVER PUMP, TRANSFER PUMP			
					OFFICE SUPPLIES			
Invoice: 689288				253475 689288	01/07/2022		02/06/22	74.20
				74.20 990 141100	DELO 400 15W40 GAL			
					MERCHANDISE			
Invoice: 690766				253476 690766	01/14/2022		02/06/22	8.47
				8.47 990 141100	2019 FORD F150 NAPA GOLD OIL FILTER			
					MERCHANDISE			
Invoice: 692122				253477 692122	01/20/2022		02/06/22	42.85
				21.43 73111423 531100	PW/HYD HOSE FITTINGS X4			
				21.42 73111427 531100	OFFICE SUPPLIES			
					OFFICE SUPPLIES			
Invoice: 693789				253478 693789	01/27/2022		02/06/22	16.28
				16.28 73637891 548100	PW/PWRD BELT			
					REPAIRS			
Invoice: 693793				253479 693793	01/27/2022		02/06/22	19.63
				19.63 73637891 548100	PW/V-BELT			
					REPAIRS			
Invoice: 693816				253480 693816	01/27/2022		02/06/22	20.10
				20.10 73637891 548100	PW/PWRD BELT AIR COMPRESSOR			
					REPAIRS			
Invoice: 693988				253481 693988	01/27/2022		02/06/22	13.79
				13.79 73011483 531100	PW/MIG GUN CONTACT TIP			
					O&M-GF-MECH SHOP-SUPPLIES			
Invoice: 694068				253482 694068	01/28/2022		02/06/22	150.49
					PW/DRIP PAN			

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
150.49	73638935 531100				
		O&M-STD ALLOCATION-SUPPLIES			
			CHECK	642 TOTAL:	1,381.28
	NUMBER OF CHECKS	39	*** CASH ACCOUNT TOTAL ***		223,345.38
			COUNT	AMOUNT	
	TOTAL EFT'S		39	223,345.38	
			*** GRAND TOTAL ***		223,345.38

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JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER SRC	JNL ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	277								
APP	001-213000	01/31/2022	02/06/22	020322			GENERAL - ACCOUNTS PAYABLE		73,779.79	
APP	635-111100	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL CASH			223,345.38
APP	407-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		5,499.52	
APP	104-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL CIVIC IMPR - ACCOUNTS PAYABLE		3,750.00	
APP	402-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		4,998.06	
APP	631-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		1,592.24	
APP	403-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		3,332.49	
APP	401-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		117,804.71	
APP	101-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL STREETS - ACCOUNTS PAYABLE		2,900.44	
APP	301-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		9,474.89	
APP	901-213000	01/31/2022	02/06/22	020322			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		213.24	
GENERAL LEDGER TOTAL									223,345.38	223,345.38
APP	631-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING		221,753.14	
APP	001-130000	01/31/2022	02/06/22	020322			GENERAL - DUE TO/FROM CLEARING			73,779.79
APP	407-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			5,499.52
APP	104-130000	01/31/2022	02/06/22	020322			CIVIC IMPR DUE TO/FROM CLEAR'G			3,750.00
APP	402-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			4,998.06
APP	403-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			3,332.49
APP	401-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			117,804.71
APP	101-130000	01/31/2022	02/06/22	020322			STREETS - DUE TO/FROM CLEARING			2,900.44
APP	301-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			9,474.89
APP	901-130000	01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			213.24

02/03/2022 10:47  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 11  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC		EFF DATE	JNL DESC				LINE DESC				
							SYSTEM GENERATED ENTRIES TOTAL			221,753.14	221,753.14
							JOURNAL 2022/01/277 TOTAL			445,098.52	445,098.52

02/03/2022 10:47  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 12  
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	277	01/31/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	73,779.79	73,779.79
				FUND TOTAL	73,779.79	73,779.79
101 STREET FUND 101-130000 101-213000	2022 1	277	01/31/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	2,900.44	2,900.44
				FUND TOTAL	2,900.44	2,900.44
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2022 1	277	01/31/2022	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	3,750.00	3,750.00
				FUND TOTAL	3,750.00	3,750.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 1	277	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,474.89	9,474.89
				FUND TOTAL	9,474.89	9,474.89
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	277	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	117,804.71	117,804.71
				FUND TOTAL	117,804.71	117,804.71
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	277	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,998.06	4,998.06
				FUND TOTAL	4,998.06	4,998.06
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	277	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,332.49	3,332.49
				FUND TOTAL	3,332.49	3,332.49
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	277	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,499.52	5,499.52
				FUND TOTAL	5,499.52	5,499.52
631 CLEARING FUND	2022 1	277	01/31/2022			

02/03/2022 10:47  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 13  
apcshdsb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	631-130000					DUE TO/FROM CLEARING	221,753.14	
	631-213000					ACCOUNTS PAYABLE	1,592.24	
	635-111100					CASH		223,345.38
						FUND TOTAL	223,345.38	223,345.38
901	CITY-WIDE REPORTING FUND	2022	1	277	01/31/2022			
	901-130000					DUE TO/FROM CLEARING		213.24
	901-213000					ACCOUNTS PAYABLE	213.24	
						FUND TOTAL	213.24	213.24

02/03/2022 10:47  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 14  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		73,779.79
101	STREET FUND		2,900.44
104	CIVIC IMPROVEMENT FUND		3,750.00
301	CAPITAL CONSTRUCTION FUND		9,474.89
401	WATER OPERATING FUND		117,804.71
402	SEWER OPERATING FUND		4,998.06
403	STORM & SURFACE WATER FUND		3,332.49
407	BUILDING & DEVELOPMENT FUND		5,499.52
631	CLEARING FUND	221,753.14	
901	CITY-WIDE REPORTING FUND		213.24
	TOTAL	221,753.14	221,753.14

\*\* END OF REPORT - Generated by Jacob Kines \*\*

*Paul R. Shaws*

*JK*

01/24/2022 14:41  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

1/24/2022

P 1  
apcshdsb

CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE    VENDOR NAME

VOUCHER    INVOICE      INV DATE    PO      CHECK RUN      NET

INVOICE DTL DESC

357875	12/15/2021	VOID	8243 TILZ	252099	101-62635	11/16/2021				-8.25
	Invoice: 101-62635									
				-8.25	91111427 547900			WOOD WASTE		
								GG-STREET-ROADSIDE-GARBAGE		
				252253	10012021	10/01/2021				-7.56
	Invoice: 10012021							PW/7 LB PARTY ICE BAG X 4		
				-7.56	73411345 531100			OFFICE SUPPLIES		

CHECK    357875    TOTAL:    -15.81

NUMBER OF CHECKS    1      \*\*\* CASH ACCOUNT TOTAL \*\*\*    -15.81

COUNT      AMOUNT

TOTAL VOIDED CHECKS      1      15.81

\*\*\* GRAND TOTAL \*\*\*    -15.81



Vendor contacted AP to inform us that this check was paying for an invoice that did not belong to them. This check is being voided and the invoice is being voided and processed to the correct vendor

01/24/2022 14:41  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 1	171								
APP 101-213000	01/24/2022	357875	012422			STREETS - ACCOUNTS PAYABLE			8.25
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	01/24/2022	357875	012422			CASH		8.25	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	01/24/2022	357875	012422			ACCOUNTS PAYABLE			7.56
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	01/24/2022	357875	012422			CASH		7.56	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								15.81	15.81
APP 631-130000	01/24/2022	12/12/21	012422			DUE TO/FROM CLEARING			15.81
APP 101-130000	01/24/2022	12/12/21	012422			STREETS - DUE TO/FROM CLEARING		8.25	
APP 401-130000	01/24/2022	12/12/21	012422			DUE TO/FROM CLEARING		7.56	
SYSTEM GENERATED ENTRIES TOTAL								15.81	15.81
JOURNAL 2022/01/171 TOTAL								31.62	31.62

01/24/2022 14:41  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	STREET FUND	2022	1	171	01/24/2022			
	101-130000					STREETS - DUE TO/FROM CLEARING	8.25	
	101-213000					STREETS - ACCOUNTS PAYABLE		8.25
						FUND TOTAL	8.25	8.25
401	WATER OPERATING FUND	2022	1	171	01/24/2022			
	401-130000					DUE TO/FROM CLEARING	7.56	
	401-213000					ACCOUNTS PAYABLE		7.56
						FUND TOTAL	7.56	7.56
631	CLEARING FUND	2022	1	171	01/24/2022			
	631-130000					DUE TO/FROM CLEARING		15.81
	635-111100					CASH	15.81	
						FUND TOTAL	15.81	15.81

01/24/2022 14:41  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 4  
apcshdsb

FUND		DUE TO	DUE FROM
101	STREET FUND		8.25
401	WATER OPERATING FUND		7.56
631	CLEARING FUND	15.81	
	TOTAL	15.81	15.81

\*\* END OF REPORT - Generated by Jacob Kines \*\*



**City of  
Bainbridge Island**  
280 Madison Avenue North  
Bainbridge Island, WA 98110-1812  
(206) 780-8617

Vendor  
Number  
8243

File  
Date  
12/15/2021

File  
Number  
**00357875**

15.81

Fifteen Dollars and 81 cents \*\*\*\*\*

TILZ  
PO BOX 10875  
BAINBRIDGE ISLAND WA 98110

**FILE COPY  
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00357875**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/16/2021	101-62635	WOOD WASTE	252099	8.25
10/01/2021	10012021	PW/7 LB PARTY ICE BAG X 4	252253	7.56

Vendor No.	Vendor Name	File No.	File Date	File Amount
8243	TILZ	00357875	12/15/2021	15.81



TILZ Soils & Compost

12112 Miller Road NE  
Bainbridge Island, WA 98110  
206-842-4045

Ticket #101-62635 User:CHARI  
Station:101-02 Sales Rep CHARI  
11/16/2021 8:50:12 AM

Item Description	Qty	Price	Total
105 Wood Waste	0.75	11.00	8.25
Subtotal			8.25
Total			8.25

Tender: 23829  
AR 8.25

*mark*

CHARITY ai 11/16/2021 12:00:00  
ferncliff

Number of items purchased:1

City of Bainbridge Island  
280 Madison ave n  
Bainbridge Island, WA 981  
2067808617

Thank you for your business!

Approved for Payment: 8.25  
 Received By:  
 Approved By: OK  
 Date: 11/23/21  
 Invoice Order #:  
 Invoice Date: 9/11/427  
 Object Code: 547900  
 Project/Contract #:



\* 2 0 5 3 2 0 3 6 7 9 5 8 \*

TOWN & COUNTRY MARKET, INC.

343 E. Winslow Way  
Bainbridge Island, WA 98110

# Statement

DATE

10/1/2021

206-842-3848

TO:

City of Bainbridge Island  
Dept. of Finance & Admin. Services  
280 Madison Ave N.  
Bainbridge Island, WA 98110-1812

**TOWN & COUNTRY MARKETS**  
 Welcome to Town&Country Market  
 343 Winslow way  
 Bainbridge Island, WA 98110  
 Phone (206) 842-3848  
**DUPLICATE RECEIPT**

7 LB PARTY ICE BAG  
4 @ \$1.89 EA \$7.56 F  
Supervisor #60

BALANCE DUE \$7.56

BUSINESS CHARGE \$7.55

Total number of items sold = 4

CHANGE \$0.00

23780

CASHIER NAME: Misty W  
CO023 #0040 7:49:40 22SEP2021  
S00215 R004

Thank You for Shopping T&C Market  
For recipes, sales, coupons, blogs,  
jobs, and more: visit  
[www.townandcountrymarkets.com](http://www.townandcountrymarkets.com)

Online Ordering Now Available!  
Visit [shop.townandcountrymarkets.com](http://shop.townandcountrymarkets.com)  
Pickup and Delivery Available  
Sunday thru Saturday

		AMOUNT DUE	
		\$7.56	
TRANSACTION	AMOUNT	BALANCE	
	7.56	0.00	7.56
		<div data-bbox="771 1024 998 1417" data-label="Text"> <p>Approved for Payment 7156 Received By: Approved By: CK Date: 12/1/21 Invoice Number: 73411345 PO Number: 531100</p> </div>	
-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
0.00	0.00	0.00	\$7.56

JK

*Paul R. Shaw*  
1/25/2022

01/25/2022 11:19 jkines CITY OF BAINBRIDGE ISLAND A/P CASH DISBURSEMENTS JOURNAL P 1 apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
357823	12/15/2021	VOID	4186 DMCJA	TREASURER, STE	252175	2022-MCCULLOCH	11/24/2021	-500.00
	Invoice: 2022-MCCULLOCH						CRT/DUES: JUDGE SARA MCCULLOCH	
					-500.00	21011125 549100	COURT-DUES/SUBSCR/MEMBERSHIPS	
							CHECK 357823 TOTAL:	-500.00
357981	01/12/2022	VOID	9932 HOW, JAIMIE		252612	BLD26024	12/31/2021	-35.89
	Invoice: BLD26024						PERMIT BLD26024 REFUND FEES	
					-35.89	47148 322100	BUILDINGS, STRUCT. & EQ	
							CHECK 357981 TOTAL:	-35.89
							NUMBER OF CHECKS 2	
							*** CASH ACCOUNT TOTAL ***	-535.89

Check 357823 was lost in the mail and the vendor is asking for another check to be sent. Check 357981 was made out to Jamie How who sent the check back asking for it to be made out to Brennan Heating & AC.

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	2	535.89
*** GRAND TOTAL ***		-535.89

01/25/2022 11:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 2  
apcshdsb

CLERK: jkines

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	193									
APP	001-213000		01/25/2022	357823	012522			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			500.00
APP	635-111100		01/25/2022	357823	012522			CASH AP CASH DISBURSEMENTS JOURNAL		500.00	
APP	407-213000		01/25/2022	357981	012522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			35.89
APP	635-111100		01/25/2022	357981	012522			CASH AP CASH DISBURSEMENTS JOURNAL		35.89	
GENERAL LEDGER TOTAL										535.89	535.89
APP	631-130000		01/25/2022	12/12/21	012522			DUE TO/FROM CLEARING			535.89
APP	001-130000		01/25/2022	12/12/21	012522			GENERAL - DUE TO/FROM CLEARING		500.00	
APP	407-130000		01/25/2022	12/12/21	012522			DUE TO/FROM CLEARING		35.89	
SYSTEM GENERATED ENTRIES TOTAL										535.89	535.89
JOURNAL 2022/01/193 TOTAL										1,071.78	1,071.78

01/25/2022 11:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	193	01/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	500.00	500.00
				FUND TOTAL	500.00	500.00
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	193	01/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	35.89	35.89
				FUND TOTAL	35.89	35.89
631 CLEARING FUND 631-130000 635-111100	2022 1	193	01/25/2022	DUE TO/FROM CLEARING CASH	535.89	535.89
				FUND TOTAL	535.89	535.89

01/25/2022 11:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		500.00
407	BUILDING & DEVELOPMENT FUND		35.89
631	CLEARING FUND	535.89	
	TOTAL	535.89	535.89

\*\* END OF REPORT - Generated by Jacob Kines \*\*



**City of  
Bainbridge Island**  
280 Madison Avenue North  
Bainbridge Island, WA 98110-1812  
(206) 780-8617

Vendor  
Number  
4186

File  
Date  
12/15/2021

File  
Number  
**00357823**

500.00

Five Hundred Dollars and 00 cents \*\*\*\*\*

DMCJA TREASURER, STEPHEN SHELTON  
PUYALLUP MUNICIPAL COURT  
929 E MAIN AVENUE STE 120  
PUYALLUP WA 98372-3116

**FILE COPY  
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00357823**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/24/2021	2022-MCCULLOCH	CRT/DUES: JUDGE SARA MCCULLOCH	252175	500.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
4186	DMCJA TREASURER, STEPHEN SHELTON	00357823	12/15/2021	500.00





**WASHINGTON  
COURTS**

# District and Municipal Court Judges' Association

November 24, 2021

**President**

**JUDGE CHARLES D. SHORT**  
Okanogan County District Court  
149 N 3rd Ave, Rm 306  
Okanogan, WA 98840  
(509) 422-7170

**President-Elect**

**COMMISSIONER RICK LEO**  
Snohomish County District Court  
415 E Burke Ave  
Arlington, WA 98223-1010  
(360) 435-7700

**Vice-President**

**JUDGE JEFFREY R. SMITH**  
Spokane County District Court  
1100 W Mallon Ave  
PO Box 2352  
Spokane, WA 99210-2352  
(509) 477-2959

**Secretary/Treasurer**

**JUDGE KARL WILLIAMS**  
Pierce County District Court  
930 Tacoma Ave S Rm 239  
Tacoma, WA 98402-2115  
(253) 798-3312

**Past President**

**JUDGE MICHELLE K. GEHLEN**  
King County District Court  
Redmond Facility  
8601 160th Ave NE  
Redmond, WA 98052-3548  
206-688-0418

**Board of Governors**

**JUDGE THOMAS W. COX**  
Garfield County District Court  
(509) 382-4812

**JUDGE ANITA M. CRAWFORD-WILLIS**  
Seattle Municipal Court  
(206) 684-8709

**JUDGE MICHAEL R. FRANS**  
Kent Municipal Court  
(253) 856-5730

**JUDGE DREW ANN HENKE**  
Tacoma Municipal Court  
(253) 591-5357

**JUDGE CATHERINE MCDOWALL**  
Seattle Municipal Court  
(206) 684-5600

**JUDGE LLOYD D. OAKS**  
Pierce County District Court  
(253) 798-7487

**JUDGE KEVIN G. RINGUS**  
Fife Municipal Court  
(253) 922-6635

**JUDGE LAURA VAN SLYCK**  
Everett Municipal Court  
(425) 257-8778

**JUDGE MINDY WALKER**  
Jefferson County District Court  
(360) 385-9135

**COMMISSIONER PAUL WOHL**  
Thurston County District Court  
(360) 786-5562

**TO:** District and Municipal Court Judges, Commissioners, and Magistrates  
DMCJA Associate Members

**FROM:** Judge Charles D. Short, President  
Judge Karl Williams, Secretary-Treasurer

**RE:** 2022 DMCJA DUES

According to the Bylaws of the District and Municipal Court Judges' Association (DMCJA), annual dues will be assessed for members.

**Payment of dues is a prerequisite to participation in DMCJA governance and receipt of benefits associated with membership in good standing.**

**CHECK ONE**

**Judge**

- ¾ to Full-time District or Municipal Court Judge \$1000
- ¼ to ¾ Time District or Municipal Court Judge \$500
- Less than ¼ Time District or Municipal Court Judge \$250

**Commissioner/Magistrate (80 percent of the judge rate, based on FTE)**

- ¾ to Full-time District or Municipal Court Comm./Magistrate \$800
- ¼ to ¾ Time District or Municipal Court Comm./Magistrate \$400
- Less than ¼ Time District or Municipal Court Comm./Magistrate \$200

**Associate Member**

- Associate Member (retired or former member only) \$25

Please provide the following information to ensure proper posting:

Name SARA L. McCULLOCH, JUDGE  
Court BANBRIDGE ISLAND MUNICIPAL COURT  
Address PO BOX 151, ROLLINGBAY, WA 98061

To maintain your membership in good standing, please remit this form and your payment by February 15, 2022.

**MAKE CHECK PAYABLE TO: "DMCJA"**

**Send to:** Judge Karl Williams  
Pierce County District Court  
930 Tacoma Ave S Rm 239  
Tacoma, WA 98402-2115

<b>APPROVED FOR PAYMENT:</b> \$500.00
<b>REVIEWED BY:</b> <i>[Signature]</i>
<b>APPROVED BY:</b> <i>[Signature]</i>
<b>DATE APPROVED:</b> 11-30-21
<b>ORG:</b> 2101125
<b>OBJ/PRI:</b> 579100
<b>CONTRACT #:</b>
<b>PO #:</b>

N:\Programs & Organizations\DMCJA\Dues Notices\General Dues Form 2022.docx

1911

...

...

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...

## Jacob Kines

---

**From:** Diane Hartman  
**Sent:** Tuesday, January 25, 2022 10:51 AM  
**To:** Accounts Payable  
**Subject:** RE: Invoices 11-30-21

Well that's the problem Jacob. Open up the DMCJA attachment invoice. The address is Tacoma on the very bottom of the invoice.

---

**From:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Sent:** Tuesday, January 25, 2022 10:48 AM  
**To:** Diane Hartman <[dhartman@bainbridgewa.gov](mailto:dhartman@bainbridgewa.gov)>  
**Subject:** RE: Invoices 11-30-21

Sorry about that,

DMCJA TREASURER, STEPHEN SHELTON  
PUYALLUP MUNICIPAL COURT  
929 E MAIN AVENUE STE 120  
PUYALLUP WA 98372-3116

Thank you,

JACOB KINES  
Senior Accounting Technician – Accounts Payable



[www.bainbridgewa.gov](http://www.bainbridgewa.gov)  
[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)  
206.780.8612 (office)

---

**From:** Diane Hartman <[dhartman@bainbridgewa.gov](mailto:dhartman@bainbridgewa.gov)>  
**Sent:** Tuesday, January 25, 2022 10:45 AM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Subject:** RE: Invoices 11-30-21

Can you send the screenshot Jacob? Weird it went to Federal Way if the address is Tacoma.

No, I was just referencing the email that was sent back in November.

---

**From:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Sent:** Tuesday, January 25, 2022 10:39 AM  
**To:** Diane Hartman <[dhartman@bainbridgewa.gov](mailto:dhartman@bainbridgewa.gov)>  
**Subject:** RE: Invoices 11-30-21

Diane,

The original address on the check is listed below in the screenshot. I remember this check coming back once and I manually wrote out the address and sent it out again. I do not remember this check coming back another time and I do not have anything currently at my desk for them. You had also attached a Bostec invoice, is there anything that you needed for that?

Thank you,

JACOB KINES

Senior Accounting Technician – Accounts Payable



[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)

206.780.8612 (office)

---

**From:** Diane Hartman <[dhartman@bainbridgewa.gov](mailto:dhartman@bainbridgewa.gov)>  
**Sent:** Tuesday, January 25, 2022 10:09 AM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Cc:** Jacob Kines <[jkines@bainbridgewa.gov](mailto:jkines@bainbridgewa.gov)>  
**Subject:** FW: Invoices 11-30-21

Good Morning,

Judge McCulloch was notified that the check for her DMCJA dues keeps coming back as it was sent to “Andrea” the Judge in Federal Way instead of Judge Karl Williams in Pierce Co. District Court.

Is there anyway you can do some research to where you sent the above invoice please Jacob?

It was returned twice I guess.

Thank you,  
Diane

---

**From:** Diane Hartman  
**Sent:** Tuesday, November 30, 2021 2:51 PM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Subject:** Invoices 11-30-21

Good Afternoon,

Please see the 2 invoices attached for the court.

Thank you,  
Diane



DIANE HARTMAN  
COURT ADMINISTRATOR

| Bainbridge Island Municipal Court |  
| Mailing: PO Box 151, Rollingbay, WA 98061 |  
| Location: 10255 NE Valley Road, Bainbridge Island |  
| Ph: 206-842-5641 | Fax: 206-842-0316 |  
| Email: [dhartman@bainbridgewa.gov](mailto:dhartman@bainbridgewa.gov) | Website: [www.bainbridgewa.gov/court](http://www.bainbridgewa.gov/court)

**For the latest City updates on COVID-19, please visit:** <https://www.bainbridgewa.gov/COVID19>  
**For Court-specific updates, visit:** <https://www.bainbridgewa.gov/court>



**City of  
Bainbridge Island**  
280 Madison Avenue North  
Bainbridge Island, WA 98110-1812  
(206) 780-8617

Vendor  
Number  
9932

File  
Date  
01/12/2022

File  
Number  
**00357981**

**35.89**

Thirty Five Dollars and 89 cents \*\*\*\*\*

HOW, JAIMIE  
4601 S 134TH PLACE  
TUKWILA WA 98168

**FILE COPY  
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00357981**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
12/31/2021	BLD26024	PERMIT BLD26024 REFUND FEES	252612	35.89

Vendor No.	Vendor Name	File No.	File Date	File Amount
9932	HOW, JAIMIE	00357981	01/12/2022	35.89





**City of Bainbridge Island**  
DEPARTMENT OF PLANNING &  
COMMUNITY DEVELOPMENT

**MEMORANDUM**

**TO:** Karl Shaw, Finance Department  
Project File  
**FROM:** Marlene Schubert, Planning and Community Development  
**DATE:** January 4, 2022  
**RE:** Fee Refund

Permit#/Project Name	BLD26024 R-MEC / Messett heat pump
Reason for Refund	Project was canceled
Original Receipt Number	21-01170
Total Fees Deposited	\$69.03
Total Fees Used	\$33.14
Refund Amount	\$35.89
Refund Fees To	Jaimie How 4601 S 134 <sup>th</sup> P1 Seattle, WA 98168 <input checked="" type="checkbox"/> Mail to recipient address <input type="checkbox"/> Hold for pick-up <input type="checkbox"/> Return to requestor

Attachments: Copy of Receipt  
Supporting Document

Approved for Payment: \$35.89
Reviewed By: BH
Approved By: <i>Marlene Schubert</i>
Date Approved: 01/04/2022
ORG: 47148
OBJ: 322100

Entered into:  
 SmartGov  
 P Drive  
 Munis (TIS Contracts Only)



Department of Planning & Community  
Development  
280 Madison Ave North

Receipt Number: 21-01170

206-780-3750  
pcd@bainbridgewa.gov

**Payer/Payee:** JAIMIE HOW  
4601 S 134TH PL  
SEATTLE WA 98168

**Cashier:** ONLINE PAYMENT

**Date:** 11/04/2021

**BLD26024 RESIDENTIAL MECHANICAL 11495 Meadowmeer Cir NE**

<u>Fee Description</u>	<u>Fee Amount</u>	<u>Amount Paid</u>	<u>Fee Balance</u>
Mechanical Permit Fee	\$69.03	\$69.03	\$0.00
	<b>\$69.03</b>	<b>\$69.03</b>	<b>\$0.00</b>

<u>Payment Method</u>	<u>Reference Number</u>	<u>Payment Amount</u>
CREDIT CARD	1977254481	\$69.03
<b>Total Paid:</b>		<b>\$69.03</b>

## Marlene Schubert

---

**From:** Blake Holmes  
**Sent:** Monday, January 3, 2022 12:59 PM  
**To:** Marlene Schubert  
**Subject:** BLD 26024 Refund

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, January 4, 2022 7:30 AM  
**Flag Status:** Flagged

Hi Marlene,

Please refund the following amount \$35.89 for the above referenced permit as the work never happened but the permit was reviewed and issued.

Thanks,



**BLAKE HOLMES**

Building Official

206.780.3715 (office) 206.780.0955 (fax)

[pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov)

[bholmes@bainbridgewa.gov](mailto:bholmes@bainbridgewa.gov)

**Due to the City's COVID-19 response, the Planning and Community Development Department (PCD) has modified its operations. Please see the PCD webpage (<https://www.bainbridgewa.gov/154/Planning-Community-Development>) for current information.**

## Marlene Schubert

---

**From:** PCD  
**Sent:** Monday, January 3, 2022 11:47 AM  
**To:** Jaimie How; Blake Holmes  
**Cc:** Jay Harris; PCD  
**Subject:** RE: Permit BLD26024

Good Morning Jaimie,  
Let me work with Blake to get the "official" approval to provide a refund.

Thank you,  
Marlene Schubert

**From:** Jaimie How <jaimie@brennanheating.com>  
**Sent:** Monday, January 3, 2022 8:04 AM  
**To:** PCD <PCD@bainbridgewa.gov>  
**Cc:** Jay Harris <jharris@bainbridgewa.gov>  
**Subject:** Permit BLD26024  
**Importance:** High

Good morning,

The customer has cancelled the install for the above referenced permit. Are we able to have a refund processed?

Thank you,

### Jaimie How

Permit Coordinator

Brennan Heating & Air Conditioning

4601 S. 134<sup>th</sup> Place | Seattle, 98168

office: 206.248.7900 | direct: 206.430.7240 | fax: 206.248.7905

[jaimie@brennanheating.com](mailto:jaimie@brennanheating.com) | [www.brennanheating.com](http://www.brennanheating.com)

**CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.**

JK

01/21/2022 15:48  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358085	01/21/2022	PRTD	551 CENTURYLINK	253125	4953JAN22			
	Invoice: 4953JAN22					01/07/2022	M012122	84.99
				84.99	91421891 542100	310 MADISON AVE SLS TELEM GG-SWR-FAC-PHONE		
	Invoice: 5127JAN22			253126	5127JAN22			
				197.48	71011183 54210000724	01/07/2022 8804 MADISON AVE PD/COURT BLDG NON CAP-PHONE	M012122	197.48
	Invoice: 5996JAN22			253127	5996JAN22			
				99.83	91011757 542100	01/07/2022 E-PHONE @ WFP DOCK GG-GF-WFP DOCK-PHONE	M012122	99.83
						CHECK	358085 TOTAL:	382.30
358086	01/21/2022	PRTD	9080 JP MORGAN SECURITIES	253145	012122			
	Invoice: 012122			112.17	01131 316100	01/21/2022 2019 AMENDED B&O TAX RETURNS B&O TAX	M012122	112.17
						CHECK	358086 TOTAL:	112.17
358087	01/21/2022	PRTD	1205 PUGET SOUND ENERGY	253123	1716DEC21			
	Invoice: 1716DEC21			16.90	91415345 547100	01/10/2022 ROCKAWAY INTERITE PRV GG-ROCKAWAY BCH-UTILITIES	M012122	16.90
						CHECK	358087 TOTAL:	16.90
358088	01/21/2022	PRTD	9548 RACE FORWARD	253128	0000002565			
	Invoice: 0000002565			1,000.00	31011572 54910001064	01/20/2022 EX/2021-22 CORE MEMBERSHIP DUES RETF-DUES/SUBSCRIPTIONS	M012122	1,000.00
						CHECK	358088 TOTAL:	1,000.00
358089	01/21/2022	PRTD	176 WA ST DEPT OF LABOR	253121	2021-Q4			
	Invoice: 2021-Q4			- .33	91011176 520000	01/20/2022 4TH QTR L&I VOLUNTEER HOURS GG-C/E-WORKERS COMP SVC-ADMIN	M012122	255.85
				.51	72011494 52000000996	2019-20 GW MNGT-BEN		
				6.69	72637319 52000000809	WATER QUAL FLOW MONIT-BEN		
				243.36	31011256 520000	EX-GF-EMERG PREP-BEN		
				5.62	55011757 520000	PD-HARBORMASTER-BENEFITS		
						CHECK	358089 TOTAL:	255.85
358090	01/21/2022	PRTD	9662 WPTA	253120	011822			
	Invoice: 011822			90.00	41011141 549100	01/18/2022 FIN/INVESTMENT POLICY CERT APPLICATION FORM FIN-C/E-DUES, SUBS, MEMBERSHIPS	M012122	90.00

01/21/2022 15:48  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

		CHECK	358090	TOTAL:	90.00
NUMBER OF CHECKS	6	*** CASH ACCOUNT TOTAL ***			1,857.22
			<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL PRINTED CHECKS			6	1,857.22	
		*** GRAND TOTAL ***			1,857.22

01/21/2022 15:48  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	156									
APP	402-213000		01/21/2022	M012122	012122			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		84.99	
APP	635-111100		01/21/2022	M012122	012122			CASH AP CASH DISBURSEMENTS JOURNAL			1,857.22
APP	001-213000		01/21/2022	M012122	012122			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,748.64	
APP	401-213000		01/21/2022	M012122	012122			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16.90	
APP	631-213000		01/21/2022	M012122	012122			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6.69	
GENERAL LEDGER TOTAL										1,857.22	1,857.22
APP	631-130000		01/21/2022	M012122	012122			DUE TO/FROM CLEARING		1,850.53	
APP	402-130000		01/21/2022	M012122	012122			DUE TO/FROM CLEARING			84.99
APP	001-130000		01/21/2022	M012122	012122			GENERAL - DUE TO/FROM CLEARING			1,748.64
APP	401-130000		01/21/2022	M012122	012122			DUE TO/FROM CLEARING			16.90
SYSTEM GENERATED ENTRIES TOTAL										1,850.53	1,850.53
JOURNAL 2022/01/156 TOTAL										3,707.75	3,707.75

01/21/2022 15:48  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	156	01/21/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,748.64	1,748.64
				FUND TOTAL	1,748.64	1,748.64
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	156	01/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16.90	16.90
				FUND TOTAL	16.90	16.90
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	156	01/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	84.99	84.99
				FUND TOTAL	84.99	84.99
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 1	156	01/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	1,850.53 6.69	1,857.22
				FUND TOTAL	1,857.22	1,857.22

01/21/2022 15:48  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,748.64
401	WATER OPERATING FUND		16.90
402	SEWER OPERATING FUND		84.99
631	CLEARING FUND		
		1,850.53	
	TOTAL	1,850.53	1,850.53

\*\* END OF REPORT - Generated by Jacob Kines \*\*

JK

01/28/2022 13:25  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358091	01/28/2022	PRTD	551 CENTURYLINK	253257	6124JAN22			
	Invoice: 6124JAN22					01/16/2022	M012822	58.37
				58.37	91411891	542100	WEAVER PRV WATER TELEM GG-WTR-FAC-PHONE	
							CHECK	358091 TOTAL: 58.37
358092	01/28/2022	PRTD	634 CITY OF BAINBRIDGE I	253258	PLN52159			
	Invoice: PLN52159					01/20/2022	M012822	6,869.00
				6,869.00	72431835	54980001174	ENG/PLANNING PERMIT FOR SEABORN AVE 2021 ANNUAL DRAIN PRGM-PERMITS	
							CHECK	358092 TOTAL: 6,869.00
358093	01/28/2022	PRTD	8564 WILLIAM E COOPER	253255	11421			
	Invoice: 11421					11/04/2021	M012822	867.60
				867.60	91029211	521500	LEOFF 1 REIMBURSEMENT JUL-DEC 2021 POLICE - INS ADD MEDICAL COSTS	
							CHECK	358093 TOTAL: 867.60
358094	01/28/2022	PRTD	1205 PUGET SOUND ENERGY	253259	220001397			
	Invoice: 220001397					01/18/2022	M012822	863.72
				863.72	91011189	547101	JAN22 GREEN POWER CONTRACT ELECTRIC-GREEN POWER	
							CHECK	358094 TOTAL: 863.72
358095	01/28/2022	PRTD	549 UNIVERSITY OF WASHIN	253260	GCX415085			
	Invoice: GCX415085					01/06/2022	M012822	16,000.00
				16,000.00	61011586	54110000930	PCD/LCY BAINBRIDGE ISLAND GRANT SEP21-SEP22 COMP PLAN IMPL-PROF SVCS	
							CHECK	358095 TOTAL: 16,000.00
358096	01/28/2022	PRTD	4888 WASHINGTON STATE BAR	253263	1016414670			
	Invoice: 1016414670					01/25/2022	M012822	478.00
				478.00	32011152	549100	WA STATE BAR ASSOC LICENSE RENEW 51216 SLETTEN LGL-GF-DUES & SUBSCRIPTIONS	
							CHECK	358096 TOTAL: 478.00

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

NUMBER OF CHECKS      6                      \*\*\* CASH ACCOUNT TOTAL \*\*\*                      25,136.69

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	6	25,136.69

\*\*\* GRAND TOTAL \*\*\*                      25,136.69

01/28/2022 13:25  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 1 221									
APP 401-213000	01/28/2022	M012822	012822			ACCOUNTS PAYABLE		58.37	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	01/28/2022	M012822	012822			CASH			25,136.69
						AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	01/28/2022	M012822	012822			ACCOUNTS PAYABLE		6,869.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	01/28/2022	M012822	012822			GENERAL - ACCOUNTS PAYABLE		18,209.32	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								25,136.69	25,136.69
APP 631-130000	01/28/2022	M012822	012822			DUE TO/FROM CLEARING		25,136.69	
APP 401-130000	01/28/2022	M012822	012822			DUE TO/FROM CLEARING			58.37
APP 403-130000	01/28/2022	M012822	012822			DUE TO/FROM CLEARING			6,869.00
APP 001-130000	01/28/2022	M012822	012822			GENERAL - DUE TO/FROM CLEARING			18,209.32
SYSTEM GENERATED ENTRIES TOTAL								25,136.69	25,136.69
JOURNAL 2022/01/221 TOTAL								50,273.38	50,273.38

01/28/2022 13:25  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	221	01/28/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	18,209.32	18,209.32
				FUND TOTAL	18,209.32	18,209.32
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	221	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	58.37	58.37
				FUND TOTAL	58.37	58.37
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	221	01/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,869.00	6,869.00
				FUND TOTAL	6,869.00	6,869.00
631 CLEARING FUND 631-130000 635-111100	2022 1	221	01/28/2022	DUE TO/FROM CLEARING CASH	25,136.69	25,136.69
				FUND TOTAL	25,136.69	25,136.69

01/28/2022 13:25  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		18,209.32
401 WATER OPERATING FUND		58.37
403 STORM & SURFACE WATER FUND		6,869.00
631 CLEARING FUND	25,136.69	
	25,136.69	25,136.69
	TOTAL	

\*\* END OF REPORT - Generated by Jacob Kines \*\*

JK

02/03/2022 10:21  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358097	02/09/2022	PRTD	5 ACE HARDWARE	253200	500571	01/04/2022	02/06/22	13.07
	Invoice: 500571			13.07	73011897	531100	PW/LEVER FLUSH ANGLE, PLSTC O&M-C/E-PWY FAC-SUPPLIES	
	Invoice: 500811			253201	500811	01/07/2022	02/06/22	45.63
				45.63	73637891	531100	PW/ELECTRICAL SUPPLIES, COUPL HOSE OFFICE SUPPLIES	
	Invoice: 500891			253202	500891	01/10/2022	02/06/22	34.21
				34.21	73411345	531100	PW/HAMMER-DRILL SET, HARDWARE OFFICE SUPPLIES	
	Invoice: 501051			253203	501051	01/11/2022	02/06/22	13.07
				13.07	73011942	63110000724	PW/HASP FIX STAPL 3.25" BLK PD/COURT BLDG-SUPPLIES	
	Invoice: 501021			253214	501021	01/11/2022	02/06/22	9.26
				9.26	73637891	531100	PW/HASP FXD STPL BDL3-1/4ZN OFFICE SUPPLIES	
	Invoice: 501041			253215	501041	01/11/2022	02/06/22	-9.26
				-9.26	73637891	531100	PW/RETURNED HASP FXD STPL OFFICE SUPPLIES	
	Invoice: 501111			253219	501111	01/12/2022	02/06/22	90.45
				90.45	73011183	531100	PW/CABLE TIES, ELECTRICAL TAPE, PAINTERS TAPE O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 501131			253220	501131	01/12/2022	02/06/22	8.72
				8.72	73111290	531100	PW/BREAKER VACUUM BRASS O&M-STREET-MAINT O/H-SUPPLIES	
	Invoice: 501171			253221	501171	01/13/2022	02/06/22	137.32
				137.32	73431835	531100	PW/PAIL PAINT 5QT, SMART STRAW OFFICE SUPPLIES	
	Invoice: 501231			253222	501231	01/13/2022	02/06/22	85.07
				85.07	73411345	531100	PW/A-LINE BULB A19 42W OFFICE SUPPLIES	
	Invoice: 501261			253223	501261	01/13/2022	02/06/22	29.45
				29.45	73431835	531100	PW/BATTERY SLA UB1280 F1 OFFICE SUPPLIES	
	Invoice: 501401			253268	501401	01/18/2022	02/06/22	58.84
				58.84	73011189	531100	PW/GORILLA TAPE, BREAKER VACUUM BRASS O&M - C/E FACIL OFC SUPPLIES	
	Invoice: 501421			253269	501421	01/18/2022	02/06/22	134.08
				134.08	73011189	531100	PW/BIT PILOT DRILL, SAW HOLE, PROBE SET O&M - C/E FACIL OFC SUPPLIES	

02/03/2022 10:21  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 501501				253270 501501	01/19/2022		02/06/22	90.65
				90.65 73425358 531100	PW/PAIL PAINT 5 QT, THREAD SEAL TAPE O&M-WWTP-SUPPLIES			
Invoice: 501791				253271 501791	01/21/2022		02/06/22	62.14
				62.14 73425358 531100	PW/PLIERS, GERMICIDAL BLEACH O&M-WWTP-SUPPLIES			
Invoice: 501911				253272 501911	01/24/2022		02/06/22	5.77
				5.77 73111264 531100	PW/HARDWARE O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 501941				253273 501941	01/24/2022		02/06/22	211.51
				211.51 73411345 531100	PW/CABLETIES, TAPE RULE, TORCH HEAD OFFICE SUPPLIES			
Invoice: 502011				253274 502011	01/25/2022		02/06/22	53.43
				53.43 73011189 531100	PW/BRUSH CARWASH, TRASH CAN 32GAL RED O&M - C/E FACIL OFC SUPPLIES			
Invoice: 502121				253275 502121	01/26/2022		02/06/22	15.26
				15.26 73011189 531100	PW/BATTERY SLA UB645 O&M - C/E FACIL OFC SUPPLIES			
Invoice: 502151				253276 502151	01/26/2022		02/06/22	28.98
				28.98 73011189 531100	PW/BUCKET LID PLST, WIRE STEEL GALV, TAPE RULE O&M - C/E FACIL OFC SUPPLIES			
Invoice: 502161				253277 502161	01/26/2022		02/06/22	114.01
				114.01 73011189 531100	PW/DSP GLOVE NIT, HOSE NOZZLES, SHOPTOWEL O&M - C/E FACIL OFC SUPPLIES			
Invoice: 502251				253452 502251	01/27/2022		02/06/22	13.51
				13.51 73111264 531100	PW/THREAD ROD STL, FASTENERS O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 501151				253453 501151	01/12/2022		02/06/22	21.80
				21.80 73637891 531100	PW/BUSHING HEX, GALV OFFICE SUPPLIES			
Invoice: 502171				253454 502171	01/27/2022		02/06/22	4.13
				4.13 73011897 531100	PW/SILLCOCK KEY 5/15" STEM O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 502331				253455 502331	01/28/2022		02/06/22	98.27
				98.27 73411345 531100	PW/PLUMBING SUPPLIES, BROOM OUTDOOR ANGLER OFFICE SUPPLIES			
Invoice: 502391				253456 502391	01/31/2022		02/06/22	25.06
				25.06 73011897 531100	PW/BAG FREEZER EZOPN, ZIPLOCK O&M-C/E-PWY FAC-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 502461				253457 502461	02/01/2022		02/06/22	25.04
				25.04 73411345 531100	PW/GASKET FORM, GASKET FIBER OFFICE SUPPLIES			
Invoice: 502501				253458 502501	02/01/2022		02/06/22	17.43
				17.43 73011189 531100	PW/WD-40 SMART STRAW 11OZ O&M - C/E FACIL OFC SUPPLIES			
					CHECK	358097	TOTAL:	1,436.90
358098 02/09/2022 PRTD Invoice: 011222			9944 ALINA KOROTKINA CORP	253366 011222	01/12/2022		02/06/22	1.66
				1.66 01136 362500	POL/REFUND ON PARKING FAC & PARKING RENTAL-LONG TERM			
					CHECK	358098	TOTAL:	1.66
358099 02/09/2022 PRTD Invoice: 98211			7994 PENINSULA SERVICES	253212 98211	01/24/2022		02/06/22	350.00
				350.00 36011143 541100	EXCC/SHREDDING SERVICES CLERK-C/E-PROF SVCS			
					CHECK	358099	TOTAL:	350.00
358100 02/09/2022 PRTD Invoice: SIN031236			8395 INTUITIVE CONTROL SY	253306 SIN031236	01/13/2022		02/06/22	861.89
				861.89 53011212 531100	POL/RADAR SIGN BATTERIES X2 PD-C/E-PATROL SUPPLIES			
					CHECK	358100	TOTAL:	861.89
358101 02/09/2022 PRTD Invoice: 18080040			8672 ALLSTREAM	253484 18080040	02/01/2022		02/06/22	814.00
				814.00 71637891 542100	FIN/CITYWIDE PHN SERVICES PW - ALLOC COMMUNICATION			
					CHECK	358101	TOTAL:	814.00
358102 02/09/2022 PRTD Invoice: 11789794			9853 ALTEC INDUSTRIES INC	253237 11789794	11/23/2021	20210059	02/06/22	389.17
				389.17 73111944 66400000985	PW/HOSE KIT AND PLATFORM COVER 2019 MAN LIFT-EQ PURCHASE			
Invoice: 11811958				253238 11811958	12/29/2021	20210059	02/06/22	78.79
				78.79 73111944 66400000985	PW/HOSE KIT AND PLATFORM COVER 2019 MAN LIFT-EQ PURCHASE			
					CHECK	358102	TOTAL:	467.96

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
358103	02/09/2022	PRTD	4710 ASSOCIATED	PETROLEU	253169	0423292-IN	12/28/2021	02/06/22	2,994.38
							PW/DIESEL & REGULAR FUEL		
							O&M-FUEL ALLOC TO OTH DEPTS		
							O&M-FUEL USE-ALLOCATION		
					1,071.90	73638932 532000			
					1,922.48	73638893 532000			
					253224	0424420-IN	01/04/2022	02/06/22	2,017.87
							PW/DIESEL AND REGULAR FUEL		
							O&M-FUEL USE-ALLOCATION		
							O&M-FUEL ALLOC TO OTH DEPTS		
					936.98	73638893 532000			
					1,080.89	73638932 532000			
					253225	0425861-IN	01/06/2022	02/06/22	881.78
							PW/DIESEL AND REGULAR FUEL		
							O&M-FUEL USE-ALLOCATION		
							O&M-FUEL ALLOC TO OTH DEPTS		
					248.07	73638893 532000			
					633.71	73638932 532000			
					253226	0426553-IN	01/11/2022	02/06/22	1,098.63
							PW/DIESEL AND REGULAR FUEL		
							O&M-FUEL USE-ALLOCATION		
							O&M-FUEL ALLOC TO OTH DEPTS		
					283.77	73638893 532000			
					814.86	73638932 532000			
							CHECK	358103 TOTAL:	6,992.66
358104	02/09/2022	PRTD	1513 AMERICAN PUBLIC WORK		253149	796360	01/12/2022	02/06/22	187.88
							ENG/APWA MEMBERSHIP DUES		
							ENG - C/E ADMIN MISCELLEANEOUS		
					187.88	72011321 549100			
							CHECK	358104 TOTAL:	187.88
358105	02/09/2022	PRTD	7821 ARAMARK		253167	512000205948	12/09/2021	02/06/22	68.87
							PW/COAT LAB SPUN, COVR FR		
							LAUNDRY SERVICES		
					68.87	73638893 589310			
					253168	512000210747	12/16/2021	02/06/22	60.86
							PW/COAT LAB SPUN, COVR FR		
							LAUNDRY SERVICES		
					60.86	73638893 589310			
					253217	512000215274	12/23/2021	02/06/22	60.36
							PW/COAT LAB SPUN, COVR FR		
							LAUNDRY SERVICES		
					60.36	73638893 589310			
					253264	512000220795	12/30/2021	02/06/22	60.36
							PW/COAT LAB SPUN, COVR FR		
							LAUNDRY SERVICES		
					60.36	73638893 589310			
					253278	512000225684	01/06/2022	02/06/22	60.42
							PW/COAT LAB SPUN, COVR FR		
							LAUNDRY SERVICES		
					60.42	73638893 589310			
					253279	512000230503	01/13/2022	02/06/22	60.77

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 512000230503				60.77 73638893 589310		PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES		
						CHECK	358105 TOTAL:	371.64
358106	02/09/2022	PRTD	6420 AT&T MOBILITY	253449 287287004732X011922	01/11/2022		02/06/22	4,242.37
Invoice: 287287004732X011922				4,134.24 91011215 542100		POL,EOC/WIRELESS CHARGES		
				108.13 31011256 542100		GG-C/E-PD-PHONE EX-GF-EMERG PREP-PHONE		
						CHECK	358106 TOTAL:	4,242.37
358107	02/09/2022	PRTD	762 ASSOCIATION OF WASHI	253450 95281	02/01/2022		02/06/22	26,400.00
Invoice: 95281				26,400.00 81011882 548500		IT/ANNUAL MEMBERSHIP TIER 4 GIS CONSORT IT-GIS-SOFTWARE MAINT		
						CHECK	358107 TOTAL:	26,400.00
358108	02/09/2022	PRTD	4861 AXON ENTERPRISE, INC	253305 INUS049376	01/24/2022		02/06/22	13,408.00
Invoice: INUS049376				13,408.00 53011212 531100		POL/TASERS X6, CARTRIDGES PD-C/E-PATROL SUPPLIES		
						CHECK	358108 TOTAL:	13,408.00
358109	02/09/2022	PRTD	47 BAINBRIDGE DISPOSAL	252498 0001150524	11/30/2021		02/06/22	-1.00
Invoice: 0001150524				-1.00 91011755 547900		402 BRIEN DR SE SRVCS NOV21 GG-C/E-COMMONS-GARBAGE		
Invoice: 0001160469				253239 0001160469	12/31/2021		02/06/22	1,734.01
				150.22 91011215 547900		CITYWIDE DISPOSAL SERVICES		
				467.68 91011768 547900		GG-C/E-PD-GARBAGE		
				441.32 91425358 547900		GG-C/E-PARKS-GARBAGE		
				654.29 91011897 547900		GG-WWTP-GARBAGE(NOT BIOSOLIDS)		
				10.25 91111427 547900		GG-C/E-O&M YARD FAC-GARBAGE		
				10.25 91111427 547900		GG-STREET-ROADSIDE-GARBAGE		
						GG-STREET-ROADSIDE-GARBAGE		
Invoice: 0001160658				253240 0001160658	12/31/2021		02/06/22	361.78
				361.78 91011189 547900		CITY HALL DISPOSAL SRVCS DEC21 GG-C/E-CITY HALL-GARBAGE		
Invoice: 0001160714				253241 0001160714	12/31/2021		02/06/22	81.12
				81.12 91011189 547903		BIG BELLY DISP SRVCS DEC21 BIG BELLY SOLAR GARBAGE CANS		
Invoice: 0001160433				253265 0001160433	12/31/2021		02/06/22	2.84
				2.84 91011755 547900		WASTE DISPOSAL SRVCS SENIOR CENTER DEC 2021 GG-C/E-COMMONS-GARBAGE		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 326777				253280 326777	01/13/2022		02/06/22	50.00
				50.00 73011189 547900	PW/PALLET DISPOSAL JASON ROGER O&M-C/E-FAC-GARBAGE			
						CHECK	358109 TOTAL:	2,228.75
358110	02/09/2022	PRTD	4638 BAINBRIDGE PERFORMIN	253133 2021	01/18/2022		02/06/22	15,000.00
	Invoice: 2021			15,000.00 31011732 54110000297	EX/2020-21 CULTURAL FUNDING: OPER EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	358110 TOTAL:	15,000.00
358111	02/09/2022	PRTD	55 SOUND PUBLISHING, IN	253134 BIR944644	12/10/2021		02/06/22	69.60
	Invoice: BIR944644			69.60 63470586 544000	PCD/BLD25435 POLETTTO SFR CUR-DEV-ZONING-ADV			
						CHECK	358111 TOTAL:	69.60
358112	02/09/2022	PRTD	3390 BAINBRIDGE SELF STOR	253425 4512	01/30/2022		02/06/22	1,181.00
	Invoice: 4512			1,181.00 36011143 541100	EXCC/STORAGE FEE 2/14/22-3/13/22 CLERK-C/E-PROF SVCS			
						CHECK	358112 TOTAL:	1,181.00
358113	02/09/2022	PRTD	4901 BRABER EQUIPMENT	253426 423894	01/25/2022		02/06/22	124.49
	Invoice: 423894			124.49 73111427 531100	PW/BLADE, BRUSH AXE 5/8" X2 OFFICE SUPPLIES			
						CHECK	358113 TOTAL:	124.49
358114	02/09/2022	PRTD	9940 BRENNAN HEATING & AI	253204 BLD26024	01/25/2022		02/06/22	35.89
	Invoice: BLD26024			35.89 47148 322100	PERMIT BLD26024 R-MEC REFUND FEE BUILDINGS, STRUCT. & EQ			
						CHECK	358114 TOTAL:	35.89
358115	02/09/2022	PRTD	1052 CANON SOLUTIONS AMER	253136 27661748	11/11/2021		02/06/22	482.62
	Invoice: 27661748			241.31 61011581 545000	PCD,ENG/OCE PRINTER LEASE			
				241.31 72011321 545000	PCD - C/E ADMIN RENTS & LEASES ENG - C/E ADMIN RENTS & LEASES			
						CHECK	358115 TOTAL:	482.62

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CASH ACCOUNT: 635		111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
358116	02/09/2022	PRTD	1052 CANON FINANCIAL SERV	253205	27954661	01/13/2022		02/06/22		483.07
	Invoice: 27954661									
					241.54	61011581	545000		PCD,ENG/OCE PRINTER/PLOTTER LEASE	
					241.53	72011321	545000		PCD - C/E ADMIN RENTS & LEASES	
									ENG - C/E ADMIN RENTS & LEASES	
									CHECK 358116 TOTAL:	483.07
358117	02/09/2022	PRTD	8979 CHARGEPOINT, INC.	253459	IN125632	12/30/2021		02/06/22		381.50
	Invoice: IN125632									
					381.50	73011318	54810000735		PW/CT4000-MUK-ATT-CAT4	
									CAR CHARGING STATION-REPAIRS	
									CHECK 358117 TOTAL:	381.50
358118	02/09/2022	PRTD	8253 CHS POULSBO	253460	44149H	01/13/2022		02/06/22		912.24
	Invoice: 44149H									
					912.24	73637892	531100		PW/SALT BAG EX COARSE 50# X98	
									O&M-ALLOC-WTR-CONSUMABLES	
									CHECK 358118 TOTAL:	912.24
358119	02/09/2022	PRTD	8253 CHS NORTHWEST	253461	44155H	01/14/2022		02/06/22		912.24
	Invoice: 44155H									
					912.24	73637892	531100		PW/SALT BAG EX COARSE 50# X98	
									O&M-ALLOC-WTR-CONSUMABLES	
					253462	44156H		02/06/22		-146.99
	Invoice: 44156H									
					-146.99	73637892	531100		PW/RETURN SALT BAG EX COARSE X15	
									O&M-ALLOC-WTR-CONSUMABLES	
									CHECK 358119 TOTAL:	765.25
358120	02/09/2022	PRTD	9908 CINTAS CORPORATION #	253151	5092610157	01/21/2022		02/06/22		104.80
	Invoice: 5092610157									
					104.80	91011183	531100		CITY HALL FIRST AID RESTOCK	
									GG-C/E-CH CLEANING-SUPPLIES	
					253282	5092610168		02/06/22		181.71
	Invoice: 5092610168									
					181.71	73637891	531100		PW/FIRST AID SUPPLIES HIDDEN COVE RD	
									OFFICE SUPPLIES	
									CHECK 358120 TOTAL:	286.51
358121	02/09/2022	PRTD	102 CITY OF BAINBRIDGE I	253139	RETREQ6-FINAL-00815	01/12/2022	20210032	02/06/22		157.71
	Invoice: RETREQ6-FINAL-00815									
					157.71	72413434	66300000815		LIDEN LAND - RETAINAGE	
									ROCKAWAY INTERTIE-CONSTR	
									CHECK 358121 TOTAL:	157.71

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358122	02/09/2022	PRTD	102 CITY OF BAINBRIDGE	I 253172	RETREQ1-FINAL-00841	01/11/2022	20210044 02/06/22	8,712.76
Invoice: RETREQ1-FINAL-00841					ENG/LIDEN CONSTRUCTION RETAINAGE			
				8,712.76	72334562 66300000841	STO SAKAI POND SEG-CONSTR		
						CHECK	358122 TOTAL:	8,712.76
358123	02/09/2022	PRTD	102 CITY OF BAINBRIDGE	I 253189	RETREQ3-00987	01/07/2022	20210024 02/06/22	5,650.00
Invoice: RETREQ3-00987					PW/JMG CONSTRUCTORS - RETAINAGE			
				5,650.00	73414434 66300000987	CHLORINE GEN UPGRADE-CONSTR		
						CHECK	358123 TOTAL:	5,650.00
358124	02/09/2022	PRTD	518 WA ST CRIMINAL JUSTI	253302	201136048	01/11/2022	02/06/22	350.00
Invoice: 201136048						POL/DT MASTER INSTRUCTOR JB		
				350.00	53011212 443410	POLICE - C/E PATROL TRAINING		
						CHECK	358124 TOTAL:	350.00
358125	02/09/2022	PRTD	9547 CONVERGINT TECHNOLOG	253236	W1137946	01/20/2022	02/06/22	1,341.93
Invoice: W1137946						PW/STAN DYER 0301 X6, TRUCK CHARGE		
				1,341.93	73011831 54110001081	FIRE SPRINK/ALARM TEST-NEW PD		
						CHECK	358125 TOTAL:	1,341.93
358126	02/09/2022	PRTD	142 COPIERS NORTHWEST IN	253152	INV2414732	01/24/2022	02/06/22	527.29
Invoice: INV2414732						EX,FIN/COPIER LEASE		
				263.64	31011131 545000	EX-GF-RENTS & LEASES		
				263.65	41011141 545000	FIN - C/E ADMIN RENTS & LEASES		
						CHECK	358126 TOTAL:	527.29
358127	02/09/2022	PRTD	7906 DLT SOLUTIONS, LLC	253283	SI550180	01/26/2022	02/06/22	4,482.37
Invoice: SI550180						IT/ARCHITECT, ENGINEER, CONSTRUCT CAD SW		
				4,482.37	81011881 535100	IT - C/E COMPUTER SOFTWARE		
						CHECK	358127 TOTAL:	4,482.37
358128	02/09/2022	PRTD	4186 DMCJA	252175	2022-MCCULLOCH	11/24/2021	02/06/22	500.00
Invoice: 2022-MCCULLOCH						CRT/DUES: JUDGE SARA MCCULLOCH		
				500.00	21011125 549100	COURT-DUES/SUBSCR/MEMBERSHIPS		
						CHECK	358128 TOTAL:	500.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358129	02/09/2022	PRTD	8996 EDINGER ASSOCIATES	P 253294	7837	01/07/2022	02/06/22	4,500.00
	Invoice: 7837					LEGAL/PROFESSIONAL SERVICES DEC 2021		
				4,500.00	32011152	54111100955	LIT-CHALLENGE TO RADIO STATION	
						CHECK	358129 TOTAL:	4,500.00
358130	02/09/2022	PRTD	4174 ENVIRO-CLEAN EQUIPME	253243	21-56476	12/20/2021	02/06/22	273.38
	Invoice: 21-56476					PW/CAMERA 119 REARVIEW/SUCTION NOZZLE		
				273.38	73637945	531100	O&M ALLOC-SWEEPER-SUPPLIES	
						CHECK	358130 TOTAL:	273.38
358131	02/09/2022	PRTD	1953 FERGUSON ENTERPRISES	253227	1062571	01/11/2022	02/06/22	2,529.87
	Invoice: 1062571					PW/AUTOREAD SW SYSTEM SUPPORT 2022-2023		
				2,529.87	73637891	535100	COMPUTER SOFTWARE	
	Invoice: 1062247							
				253427	1062247			
				143.84	73411345	531100	PW/PLT BTM SR11 5/8 CI BLK X12	143.84
							OFFICE SUPPLIES	
	Invoice: 1066608							
				253429	1066608			
				1,091.00	73411345	531100	PW/PTS PKG HSG TRPL BLACK X100	1,091.00
							OFFICE SUPPLIES	
						CHECK	358131 TOTAL:	3,764.71
358132	02/09/2022	PRTD	4362 GRESHAM PUMP AND DRI	253368	PAYREQ1-FINAL-00824	01/25/2022	02/06/22	13,232.76
	Invoice: PAYREQ1-FINAL-00824					PW/SUYEMATSU WELL RETROFIT PRJ		
				13,232.76	73011319	54810000824	SUY WELL RECONSTRUCTION-R&M	
						CHECK	358132 TOTAL:	13,232.76
358133	02/09/2022	PRTD	6765 GREY CHEVROLET	253428	139295	11/01/2021	02/06/22	390.10
	Invoice: 139295					PW/2016 CHEVROLET TAHOE MAINTENANCE		
				390.10	73011151	548100	O&M-C/E-PD FLEET-REPAIRS	
						CHECK	358133 TOTAL:	390.10
358134	02/09/2022	PRTD	8127 GUARDIAN TRACKING, L	253311	SI-001982	01/01/2022	02/06/22	1,756.00
	Invoice: SI-001982					POL/ANNUAL SUBSCRIPTION		
				1,756.00	51011215	548500	POLICE - C/E FACIL COMP MAINT	
						CHECK	358134 TOTAL:	1,756.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358135	02/09/2022	PRTD	8167 HANLEY CONSTRUCTION	253206	22353	01/10/2022	02/06/22	1,437.39
	Invoice: 22353					PW/ROOFING 370 BRIEN DR SE		
				1,437.39	73011252	54810001055	STORM RESP-GF-REPAIRS	
						CHECK	358135 TOTAL:	1,437.39
358136	02/09/2022	PRTD	9652 HID GLOBAL CORPORATI	253309	13402007983	01/20/2022	02/06/22	939.13
	Invoice: 13402007983					POL/ANNUAL LIVESCAN MAINTENANCE		
				939.13	51011215	548500	POLICE - C/E FACIL COMP MAINT	
						CHECK	358136 TOTAL:	939.13
358137	02/09/2022	PRTD	4850 HOME DEPOT CREDIT SE	253430	4010873	01/13/2022	02/06/22	52.88
	Invoice: 4010873					PW/SELF DRAINING VACUUM BRKR, WIRE PLIER		
				52.88	73011189	531100	O&M - C/E FACIL OFC SUPPLIES	
						CHECK	358137 TOTAL:	52.88
358138	02/09/2022	PRTD	9507 INSIGHT PUBLIC SECTO	253431	1100909755	01/24/2022	02/06/22	299.65
	Invoice: 1100909755					IT/VISIO SOFTWARE LICENSES		
				299.65	81011881	535100	IT - C/E COMPUTER SOFTWARE	
						CHECK	358138 TOTAL:	299.65
358139	02/09/2022	PRTD	280 INTEGRA CHEMICAL COM	253432	0138172-IN	01/28/2022	02/06/22	2,843.15
	Invoice: 0138172-IN					PW/VITA-D-CHLOR TABLETS X4		
				2,843.15	73411345	531100	OFFICE SUPPLIES	
						CHECK	358139 TOTAL:	2,843.15
358140	02/09/2022	PRTD	9161 ISLAND TIME ACTIVITI	253137	1118	01/12/2022	02/06/22	15,000.00
	Invoice: 1118					EX/2020-21 CULTURAL FUNDING: OPER		
				15,000.00	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES	
				253140	1533			
	Invoice: 1533			10,000.00	31017686	54110000297	EX/2021 COMMUNITY SERVICES CONTRA HOPE HS/BI SP NEEDS/ISLANDTIME	
						CHECK	358140 TOTAL:	25,000.00
358141	02/09/2022	PRTD	4740 KITSAP COUNTY PUBLIC	253244	CINV-2022-00101	12/31/2021	02/06/22	3,240.00
	Invoice: CINV-2022-00101					PW/7200 GALLONS OF SALT BRINE		
				3,240.00	73111252	531100	O&M-STREET-DIS RESPON-SUPPLIES	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
						CHECK	358141 TOTAL:	3,240.00
358142	02/09/2022	PRTD	4740 KITSAP COUNTY PUBLIC	253433	CINV-2022-00146	01/25/2022	02/06/22	1,215.00
			Invoice: CINV-2022-00146			PW/2700 GALLONS OF SALT BRINE		
				1,215.00	73111423 531100	OFFICE SUPPLIES		
						CHECK	358142 TOTAL:	1,215.00
358143	02/09/2022	PRTD	1971 KELLEY CONNECT	253153	30845128	01/11/2022	02/06/22	316.39
			Invoice: 30845128			PCD/COPIER LEASE		
				316.39	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
			Invoice: 30845130			01/11/2022	02/06/22	361.13
				253154	30845130	PCD/COPIER LEASE		
				361.13	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
			Invoice: 30845129			01/11/2022	02/06/22	318.57
				253207	30845129	ENG/COPIER LEASE		
				318.57	72011321 545000	ENG - C/E ADMIN RENTS & LEASES		
			Invoice: 30845131			01/11/2022	02/06/22	189.83
				253312	30845131	CRT/COPIER LEASE		
				189.83	21011125 545000	COURT - RENTS & LEASES - OPER		
						CHECK	358143 TOTAL:	1,185.92
358144	02/09/2022	PRTD	8546 KITSAP 911 PUBLIC AU	253313	BIPD2022-02	01/15/2022	02/06/22	10,737.00
			Invoice: BIPD2022-02			POL/CALL CENTER SERVICES		
				7,515.90	53011286 551000	POLICE - C/E PATROL CENCOM		
				3,221.10	52011286 551000	POLICE - C/E - INVEST CENCOM		
						CHECK	358144 TOTAL:	10,737.00
358145	02/09/2022	PRTD	9941 LAW ENFORCEMENT SEMI	253314	2022573	01/25/2022	02/06/22	385.00
			Invoice: 2022573			POL/BACKGROUNDS HUSKA		
				385.00	52011212 443410	POLICE - C/E INVEST TRAINING		
						CHECK	358145 TOTAL:	385.00
358146	02/09/2022	PRTD	5262 LIDEN LAND DEV & EXC	253142	PAYREQ6-FINAL-00815	01/12/2022	02/06/22	3,280.38
			Invoice: PAYREQ6-FINAL-00815			ENG/ROCKAWAY INTERTIE PROJECT		
				3,280.38	72413434 66300000815	ROCKAWAY INTERTIE-CONSTR		
			Invoice: PAYREQ1-FINAL-00841			01/11/2022	02/06/22	165,542.44
				253178	PAYREQ1-FINAL-00841	ENG/SOUND TO OLYMPICS TRAIL - VISC		
				165,542.44	72334562 66300000841	STO SAKAI POND SEG-CONSTR		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	358146	TOTAL:	168,822.82
358147	02/09/2022	PRTD	9939 MCCARTY, BEN	253210	PLN51944	01/24/2022	02/06/22	1,526.00
	Invoice: PLN51944			1,526.00	47047	345810	PERMIT PLN51944 REFUND FEE ZONING & SUBDIVISION FE	
					CHECK	358147	TOTAL:	1,526.00
358148	02/09/2022	PRTD	9254 NELSON NYGAARD CONSU	253435	81218	01/27/2022	02/06/22	8,177.50
	Invoice: 81218			8,177.50	72111444	54110001018	ENG/SUSTAINABLE TRANSPORTATION PLA SUSTAINABLE TRANS-PROF SVC	
					CHECK	358148	TOTAL:	8,177.50
358149	02/09/2022	PRTD	8286 SUPERINTENDENT OF P	253370	17040	01/12/2022	02/06/22	181.00
	Invoice: 17040			181.00	41654861	586110	POL/FINGERPRINTING FINGERPRINT DISB TO SPI	
					CHECK	358149	TOTAL:	181.00
358150	02/09/2022	PRTD	1754 OTIS ELEVATOR COMPAN	253188	100400622225	12/16/2021	02/06/22	2,452.07
	Invoice: 100400622225			2,452.07	73011183	548100	PW/MAINTENANCE SERVICE 1/1/22-3/31/22 O&M-C/E-CH FAC-REPAIRS	
					CHECK	358150	TOTAL:	2,452.07
358151	02/09/2022	PRTD	8895 OVATION! PERFORMING	253143	COBI.#14	01/14/2022	02/06/22	3,000.00
	Invoice: COBI.#14			3,000.00	31011732	54110000297	EX/Q4 2021 GRANT PAYMENT EX-GF-CULTURAL ARTS & SCIENCES	
					CHECK	358151	TOTAL:	3,000.00
358152	02/09/2022	PRTD	9349 PROPANE NORTHWEST	253181	1505686710	12/29/2021	02/06/22	1,311.86
	Invoice: 1505686710			1,311.86	91011897	547200	717.00 PROPANE, HAZMAT DELIVERY CHARGE GG-C/E-O&M YARD FAC-PROPANE	
	Invoice: 1505836471			1,522.98	91011897	547200	770.90 PROPANE, HAZMAT DELIVERY CHARGE GG-C/E-O&M YARD FAC-PROPANE	
					CHECK	358152	TOTAL:	2,834.84
358153	02/09/2022	PRTD	6541 PUGET SOUND ENERGY	253488	PLN52094	02/02/2022	02/06/22	3,816.00
	Invoice: PLN52094			3,816.00	47047	345890	PERMIT PLN52094 SPR REFUND FEE OTHER PLANNING/DEVELOPM	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: PLN52143				253489	PLN52143	02/02/2022	02/06/22	3,870.00
				3,870.00	47047	345810	PREMIT PLN52143 CUPA REFUND FEE ZONING & SUBDIVISION FE	
							CHECK 358153 TOTAL:	7,686.00
358154	02/09/2022	PRTD	9787 BROOKS M RAYMOND	253316	22-128	01/25/2022	02/06/22	250.00
			Invoice: 22-128	250.00	52011212	541100	POL/POLYGRAPH SERVICES POLICE - C/E INVEST PROF SVCS	
							CHECK 358154 TOTAL:	250.00
358155	02/09/2022	PRTD	7659 SEAMAN, SHANE	253317	012822	01/25/2022	02/06/22	285.00
			Invoice: 012822	285.00	21011125	541210	CRT/4.75 HOURS JUDGE PRO TEMPORE COURT - JUDGE PRO TEMPORE SVCS	
							CHECK 358155 TOTAL:	285.00
358156	02/09/2022	PRTD	2035 SIX ROBBLEES INC	253229	2-770499	01/12/2022	02/06/22	285.59
			Invoice: 2-770499	285.59	73111252	531100	PW/PLOW LIGHT PASS SID, DRIVERS O&M-STREET-DIS RESPON-SUPPLIES	
							CHECK 358156 TOTAL:	285.59
358157	02/09/2022	PRTD	8129 SMARSH INC	253377	INV00692068	01/30/2022	02/06/22	44.24
			Invoice: INV00692068	44.24	81011881	535100	IT/TEXT MESSAGE ARCHIVE SERVICE IT - C/E COMPUTER SOFTWARE	
							CHECK 358157 TOTAL:	44.24
358158	02/09/2022	PRTD	8132 SPECTRA LABORATORIES	253209	P22-000057	01/06/2022	02/06/22	63.48
			Invoice: P22-000057	63.48	73411345	54110000391	PW/TOTAL COLIFORM TESTING LAB SVCS-WATER	
			Invoice: 21-07912	253266	21-07912	11/20/2021	02/06/22	616.40
				616.40	73415345	54110000391	PW/PESTICIDES, HERBICIDE TESTING LAB SVCS-WATER ROCKAWAY	
			Invoice: 22-00286	253285	22-00286	01/18/2022	02/06/22	63.48
				63.48	73411345	54110000391	PW/FLUORIDE TESTING LAB SVCS-WATER	
			Invoice: 22-00322	253286	22-00322	01/21/2022	02/06/22	21.16
				21.16	73011897	54110000391	PW/TOTAL COLIFORM/E COLI TESTING LAB SVCS-PWY FAC	



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CASH ACCOUNT: 635		111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
358160	02/09/2022	PRTD	565 TACOMA SCREW PRODUCT	253183	140014002-00	07/29/2021		02/06/22		121.43
	Invoice: 140014002-00			121.43	73011483 531100	PW/BRAKE & PARTS CLEANER, LOCK NUTS				
						O&M-GF-MECH SHOP-SUPPLIES				
	Invoice: 140029797-00			253230	140029797-00	01/11/2022		02/06/22		271.66
				271.66	73638935 531100	PW/HEX MACHINE SCREW NUTS				
						O&M-STD ALLOCATION-SUPPLIES				
	Invoice: 140031470-00			253231	140031470-00	01/12/2022		02/06/22		-212.99
				-212.99	73638935 531100	PW/DOMESTIC SCREW PIN ANCHOR SHACKLE				
						O&M-STD ALLOCATION-SUPPLIES				
						CHECK	358160	TOTAL:		180.10
358161	02/09/2022	PRTD	565 TACOMA SCREW PRODUCT	253184	140018442-00	08/23/2021		02/06/22		50.36
	Invoice: 140018442-00			50.36	73637891 531100	PW/STEEL ALLOY, ZINC				
						OFFICE SUPPLIES				
	Invoice: 140024770-00			253185	140024770-00	11/17/2021		02/06/22		124.63
				124.63	73637891 531100	PW/NYLON INSERT LOCK NUTS, WASHERS				
						OFFICE SUPPLIES				
	Invoice: 140027349-00			253186	140027349-00	11/24/2021		02/06/22		9.29
				9.29	73637891 531100	PW/CUT-OFF WHEELS, TAP-IN CONNECTOR				
						OFFICE SUPPLIES				
	Invoice: 140027349-01			253187	140027349-01	12/15/2021		02/06/22		144.00
				144.00	73637891 531100	PW/CUT-OFF WHEELS, TAP-IN CONNECTOR				
						OFFICE SUPPLIES				
	Invoice: 140030333-00			253192	140030333-00	12/22/2021		02/06/22		169.75
				169.75	73411345 531100	PW/CARBIDE TIPPED HOLE CUTTER, WASHERS				
						OFFICE SUPPLIES				
	Invoice: 140027349-02			253193	140027349-02	12/22/2021		02/06/22		9.29
				9.29	73637891 531100	PW/TENSION WIRE LOCK PINS, STEEL-ZINC				
						OFFICE SUPPLIES				
						CHECK	358161	TOTAL:		507.32
358162	02/09/2022	PRTD	8243 TILZ	252099	101-62635	11/16/2021		02/06/22		8.25
	Invoice: 101-62635			8.25	91111427 547900	WOOD WASTE				
						GG-STREET-ROADSIDE-GARBAGE				
						CHECK	358162	TOTAL:		8.25

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358163	02/09/2022	PRTD	6714 TOSHIBA FINANCIAL SE	253318	30916999			
	Invoice: 30916999					01/24/2022	02/06/22	234.63
				234.63	51011211	545000	POL/COPIER LEASE	
							PD-C/E-ADMIN RENTS/LEASE	
	Invoice: 30916998			253438	30916998			224.44
				224.44	73637891	545000	PW/COPIER LEASE	
							RENTS & LEASES - OPERATING	
							CHECK 358163 TOTAL:	459.07
358164	02/09/2022	PRTD	558 TOWN & COUNTRY MARKE	253194	092221			
	Invoice: 092221						09/22/2021	02/06/22
				7.56	73411345	531100	PW/7 LB PARTY ICE BAG X4	7.56
							OFFICE SUPPLIES	
	Invoice: 012522			253211	012522			74.21
				74.21	73431252	53110001055	PW/SANDWICHES, SALADS, HOT BAR	
							STORM RESP-SWM-SUPPLIES	
							CHECK 358164 TOTAL:	81.77
358165	02/09/2022	PRTD	1162 WASHINGTON AUDIOLOGY	253319	59938			
	Invoice: 59938						01/27/2022	02/06/22
				1,192.04	53011212	541100	POL,PW/HEARING EXAMS	2,572.29
				1,380.25	73637891	541100	POLICE - C/E PATROL PROF SVCS	
							PROFESSIONAL SERVICES	
							CHECK 358165 TOTAL:	2,572.29
358166	02/09/2022	PRTD	8951 WASHINGTON ENERGY SE	253234	BLD25944			
	Invoice: BLD25944						01/25/2022	02/06/22
				63.18	47148	322100	PERMIT BLD25944 REFUND FEE	63.18
							BUILDINGS, STRUCT. & EQ	
							CHECK 358166 TOTAL:	63.18
358167	02/09/2022	PRTD	952 WA ST PATROL	253446	I22004506			
	Invoice: I22004506						02/01/2022	02/06/22
				13.25	41654861	586100	FIN/BACKGROUND CHECKS	13.25
							AGENCY DISBURSEMENTS	
							CHECK 358167 TOTAL:	13.25
358168	02/09/2022	PRTD	5271 WASHINGTON WATER SER	253445	4815979187-JAN22			
	Invoice: 4815979187-JAN22						01/21/2022	02/06/22
				288.67	91435838	547500	DECANT FACILITY WATER	288.67
							GG-DECANT-WATER/SEWER	
							CHECK 358168 TOTAL:	288.67

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358169	02/09/2022	PRTD	4513 WASTE MANAGEMENT	253301	0058398-2588-1	01/16/2022	02/06/22	6,228.60
Invoice: 0058398-2588-1				6,228.60	73435838	54790000618	PW/WASTE DISPOSAL 7305 HIDDEN COVE RD DECANT SPOILS DISPOSAL	
							CHECK 358169 TOTAL:	6,228.60
358170	02/09/2022	PRTD	4513 WM CORPORATE SERVICE	253148	0058292-2588-6	01/01/2022	02/06/22	8,260.27
Invoice: 0058292-2588-6				8,260.27	73435838	54790000618	PW/SPECIAL WASTE SOLID 7305 HIDDEN COVE RD DECANT SPOILS DISPOSAL	
							CHECK 358170 TOTAL:	8,260.27
358171	02/09/2022	PRTD	9919 WATER MANAGEMENT LAB	253196	199678	12/23/2021	02/06/22	724.00
Invoice: 199678				724.00	73425358	54110000391	PW/ANALYSIS OF WASTEWATER SAMPLE LAB & TESTING SVCS-WWTP	
				253197	199761	12/30/2021	02/06/22	1,559.00
Invoice: 199761				1,559.00	73425358	54110000391	PW/ANALYSIS OF WASTEWATER SAMPLE LAB & TESTING SVCS-WWTP	
							CHECK 358171 TOTAL:	2,283.00
358172	02/09/2022	PRTD	9945 WEISE, LORI SMITH	253371	PLN52150	01/31/2022	02/06/22	180.00
Invoice: PLN52150				180.00	47047	345810	PERMIT PLN52150 PRE REFUND FEE ZONING & SUBDIVISION FE	
							CHECK 358172 TOTAL:	180.00
358173	02/09/2022	PRTD	7046 WESTERN SYSTEMS	253299	0000050179	01/17/2022	02/06/22	2,366.60
Invoice: 0000050179				2,366.60	73111264	548100	PW/EMS-2 ENERGY MANAGEMENT SYS O&M-STREET-TRAF CONTROL-R&M	
							CHECK 358173 TOTAL:	2,366.60
358174	02/09/2022	PRTD	8115 XYLEM WATERING SOLUT	253199	3556C04340	12/21/2021	02/06/22	2,350.48
Invoice: 3556C04340				2,350.48	73425358	531100	PW/LAMP, QUARTZ SLEEVE, VALVE O&M-WWTP-SUPPLIES	
							CHECK 358174 TOTAL:	2,350.48
358175	02/09/2022	PRTD	8115 XYLEM WATERING SOLUT	253254	3556C04340-2	12/21/2021	02/06/22	239.14
Invoice: 3556C04340-2				239.14	73425358	531100	PW/LAMP, QUARTZ SLEEVE, VALVE O&M-WWTP-SUPPLIES	

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		CHECK	358175	TOTAL:	239.14
NUMBER OF CHECKS	79	*** CASH ACCOUNT TOTAL ***			394,188.42
			<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL PRINTED CHECKS			79	394,188.42	
		*** GRAND TOTAL ***			394,188.42

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JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1		276								
APP	001-213000		01/31/2022	02/06/22	020322			GENERAL - ACCOUNTS PAYABLE		143,231.56	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		01/31/2022	02/06/22	020322			CASH			394,188.42
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		14,949.51	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		14,900.57	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		01/31/2022	02/06/22	020322			STREETS - ACCOUNTS PAYABLE		15,933.89	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		15,018.52	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		5,466.73	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		10,238.19	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		174,255.20	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		01/31/2022	02/06/22	020322			ACCOUNTS PAYABLE		194.25	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										394,188.42	394,188.42
APP	631-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING		379,238.91	
APP	001-130000		01/31/2022	02/06/22	020322			GENERAL - DUE TO/FROM CLEARING			143,231.56
APP	401-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			14,900.57
APP	101-130000		01/31/2022	02/06/22	020322			STREETS - DUE TO/FROM CLEARING			15,933.89
APP	403-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			15,018.52
APP	402-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			5,466.73
APP	407-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			10,238.19
APP	301-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			174,255.20
APP	650-130000		01/31/2022	02/06/22	020322			DUE TO/FROM CLEARING			194.25
SYSTEM GENERATED ENTRIES TOTAL										379,238.91	379,238.91
JOURNAL 2022/01/276 TOTAL										773,427.33	773,427.33

02/03/2022 10:21  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 20  
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	276	01/31/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	143,231.56	143,231.56
				FUND TOTAL	143,231.56	143,231.56
101 STREET FUND 101-130000 101-213000	2022 1	276	01/31/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	15,933.89	15,933.89
				FUND TOTAL	15,933.89	15,933.89
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	174,255.20	174,255.20
				FUND TOTAL	174,255.20	174,255.20
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,900.57	14,900.57
				FUND TOTAL	14,900.57	14,900.57
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,466.73	5,466.73
				FUND TOTAL	5,466.73	5,466.73
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	15,018.52	15,018.52
				FUND TOTAL	15,018.52	15,018.52
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,238.19	10,238.19
				FUND TOTAL	10,238.19	10,238.19
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	379,238.91 14,949.51	394,188.42
				FUND TOTAL	394,188.42	394,188.42

02/03/2022 10:21  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2022 1	276	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	194.25	194.25
				FUND TOTAL	194.25	194.25

02/03/2022 10:21  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		143,231.56
101	STREET FUND		15,933.89
301	CAPITAL CONSTRUCTION FUND		174,255.20
401	WATER OPERATING FUND		14,900.57
402	SEWER OPERATING FUND		5,466.73
403	STORM & SURFACE WATER FUND		15,018.52
407	BUILDING & DEVELOPMENT FUND		10,238.19
631	CLEARING FUND	379,238.91	
650	AGENCY FUND		194.25
	TOTAL	379,238.91	379,238.91

\*\* END OF REPORT - Generated by Jacob Kines \*\*

## PAYROLL

**PAYROLL CHECK RUN: 2 -04 - 2022**

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	2/4/2022	53203 - 53331	Regular check run (Direct Dep)	334,608.85
Normal	2/4/2022	109781	Regular check run (Paper Checks)	2,192.45
Vendor	2/4/2022	109782 - 109790	Vendor check run (Paper Checks)	310,872.50
EFTPS	2/4/2022	N/A	Federal Tax Electronic Transfer	123,774.01
			<b>TOTAL:</b>	<b>771,447.81</b>

Prepared and Reviewed by:  Date 2-3-22  
 Brenda Landolt, Payroll Specialist

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

 Date 2-3-22  
 Kimberly M. Dunscombe, Budget Manager



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve City Council Meeting Minutes,

**SUMMARY:** Council will consider approval of meeting minutes.

**AGENDA CATEGORY:** Minutes

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve City Council meeting minutes.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[City Council Study Session Minutes, January 18, 2022.pdf](#)

[City Council Regular Business Meeting Minutes, January 25, 2022.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION  
TUESDAY, JANUARY 18, 2022

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Fantroy-Johnson called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

City Clerk Brown took roll call. Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos, Moriwaki, Pollock, Quitslund, and Schneider were present.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Pollock moved and Mayor Deets seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) REGULAR BUSINESS

**3.A Discussion with Representative Kilmer regarding Legislative Priorities and Federal Infrastructure Funding**

Cover Page

[Federal Support for Capital Projects Memo\\_2022.docx](#)

Deputy Mayor Fantroy-Johnson introduced Representative Kilmer. Representative Kilmer provided information on upcoming opportunities for federal infrastructure funding including the Infrastructure Investment and Jobs Act. He addressed Council's questions on how federal programs could assist the City with funding for projects such as the Sound to Olympics Trail along State Route 305, increases in solar panel programs and solar energy generation, as well as climate resiliency.

4) ADJOURNMENT

Deputy Mayor Fantroy-Johnson adjourned the meeting at 6:31 p.m.

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Joe Deets, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JANUARY 25, 2022

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Mayor Deets called the meeting to order at 6:00 p.m. on the Zoom webinar platform and read the land acknowledgement.

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos, Moriwaki, Pollock, Quitslund, and Schneider were present.

2) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Schneider moved and Councilmember Moriwaki seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) PRESENTATION(S)

**3.A [Receive presentation from Public Art Committee on Something New Rotating Public Art Display Program - Public Art Committee](#)**

[Cover Page](#)

[Something New Presentation for CC 01252022](#)

Inez Maubane Jones from the Public Art Committee provided a presentation on the Something New program.

4) [PUBLIC COMMENT](#)

**4.A [Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk](#)**

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Jim Halbrook spoke against development.

Deanna Martinez read the Race Equity Advisory Committee's recommendation on the Police/Court Facility.

Olivia Hall read a comment from the Kitsap Equity, Race and Community Engagement (ERACE) Coalition on the Police/Court Facility.

Ron Peltier requested a needs assessment for the Police/Court Facility and spoke against the Harrison purchase.

Akuyea Karen Vargas expressed concerns with the Police/Court Facility.

Rachael Reese read a comment from the Kitsap ERACE Coalition on the Police/Court Facility.

Cory Walster, Civil Service Project Zoom, read a comment from the Kitsap ERACE Coalition.

Wendy Jones read a comment from the Kitsap ERACE Coalition on the Police/Court Facility.

Promise Partner read a comment from the Kitsap ERACE Coalition on the Police/Court Facility.

Marsha Cutting read a comment from the Kitsap ERACE Coalition on the Police/Court Facility.

Mark Shriver spoke against the proposed Puget Sound Energy transmission line.

Dick Haugan expressed concerns with the Harrison purchase.

Brian Anderson spoke in favor of moving forward with the Police/Court Facility.

## 5) CONSENT AGENDA

### **5.A Agenda Bill for Consent Agenda** [Cover Page](#)

Councilmember Moriwaki asked to pull agenda items 5.C and 5.H from the Consent Agenda.

**MOTION:** I move to approve the Consent Agenda as amended.

**Moriwaki/Hytopoulos:** The motion carried unanimously, 7-0.

### **5.B Approve Accounts Payable and Payroll** [Cover Page](#)

[Council Report PR I-20-22.pdf](#)

[AP Report to Council of Cash Disbursements 01-26-22.pdf](#)

### **5.D Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Sands Avenue Well 1 & 2 Rehabilitation Project (\$80,060.00) - Public Works**

[Cover Page](#)

[Sands Ave Well Rehab PSA.docx](#)

[Sands Well Site Location Map.pdf](#)

### **5.E Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Taylor Avenue Well Rehabilitation Project (\$52,815.00) - Public Works**

[Cover Page](#)

[Taylor Ave Well Rehab PSA.docx](#)

[Taylor Well Rehab Scope of Work Assignment.docx](#)

[Taylor Well Site Location Map.pdf](#)

### **5.F Approve Caldwell Banker Bain Memorial Bench Donation Agreement – Public Works** [Cover Page](#)

[Agreement - McKenzie Bench.docx](#)  
[Attachment A - Bench Description.pdf](#)  
[Attachment B - Bench Location.pdf](#)  
[City of Bainbridge Island Donation Policy.pdf](#)

**5.G Consider Canceling the February 1, 2022 City Council Study Session**  
[Cover Page](#)

**ITEMS REMOVED FROM THE CONSENT AGENDA**

**5.C Approve City Council Meeting Minutes**  
[Cover Page](#)  
[City Council Regular Business Meeting Minutes, January 11, 2022.pdf](#)

Councilmember Moriwaki asked for a correction to the minutes to reflect his appointment to the Historic Preservation Commission as liaison.

Councilmember Moriwaki moved and Councilmember Schneider seconded to approve the amended City Council meeting minutes. The motion carried unanimously, 7-0.

**5.H Set Public Hearing for Grow Community Phase 3 Final Subdivision Alteration - Planning**  
[Cover Page](#)  
[Grow Phase 3 proposed subdivision alteration.pdf](#)

Councilmember Moriwaki noted that he wanted to highlight this item for the public.

**MOTION:** I move that we set a public hearing for the Grow Community Phase 3 Final Subdivision Alteration for the February 22, 2022 City Council Regular Business Meeting.

**Quitslund/Schneider:** The motion carried unanimously, 7-0.

**6) COUNCIL ANNOUNCEMENTS**

Councilmember Hytopoulos mentioned House Bill 1782 and Senate Bill 5670 pending in the State legislature relating to zoning, and Council discussed the legislation. There was consensus to direct City Manager King to write a letter opposing the legislation.

Mayor Deets mentioned his virtual office hours this Saturday.

**7) CITY MANAGER'S REPORT**

There was no report.

**8) REGULAR BUSINESS**

**8.A Consider Recommendation to Accept Public Artwork Donation to be Placed in Waterfront Park, Public Works and Public Art Committee - Public Works / Executive**  
[Cover Page](#)  
[Proposal for Donation of WFP Seating Area for CC 01252022](#)  
[Waterfront Park Bench Location.pdf](#)

Deputy City Manager Schroer introduced the agenda item. Linda Semlitz from the Public Art Committee provided additional information.

**MOTION:** I move to accept the donation of public artwork, as presented by the Public Works Director and the Public Art Committee, and to authorize and direct the City Manager to execute all necessary agreements to effectuate the donation.

**Moriwaki/Schneider:** The motion carried unanimously, 7-0.

**8.B Authorize Evaluation of Purchase Price for 8804 Madison Avenue - Executive**

[Cover Page](#)

[Evaluation of Purchase Price - King Memorandum.docx](#)

[Feb 9, 2021 Council motion.pdf](#)

[Murray Brackett MAI.pdf](#)

City Manager King introduced the agenda item, and Council discussed the proposed evaluation.

**MOTION:** I move to authorize the City Manager to conduct an evaluation of the purchase price for 8804 Madison Avenue.

**Fantroy-Johnson/Pollock:** The motion carried unanimously, 7-0.

**8.C Provide Direction on Next Steps for the Police and Municipal Court Facility - Executive**

[Cover Page](#)

[Police\\_Court Council Memo 012022.pdf](#)

[Police\\_Court Council Memo Attachment 1 - Presentation 012522.pdf](#)

[Police Court Council Memo Attachment 2 - Bond Counsel Memo.pdf](#)

[Jan. 21 letter to Council and King re Race Equity Lens Review of BIPD Building.pdf](#)

City Manager King introduced the agenda item and provided a presentation. Public Works Director Wierzbicki provided additional information on the three sites.

Finance Director Pitts provided information on the implications of changing the building use in the context of the bond issuance. Bond Counsel Bill Tonkin and Stacie Amasaki and Financial Advisor Dave Trageser joined the discussion.

Councilmember Pollock recused himself from the agenda item. He left the meeting at 8:16 p.m.

Council discussed next steps.

**MOTION:** I move to authorize the City Manager to proceed with advertisement for bids and to include a racial equity lens for the 8804 Madison property, without first completing a value engineering study of the project.

**Fantroy-Johnson/Deets:** The motion carried 6 – 0.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

City Manager King proposed, and Council agreed, that he will proceed with the advertisement for bids immediately, and the building design will be referred to the Race Equity Advisory Committee to ensure that the building is a welcome space for all in the Bainbridge Island community.

9) **ADJOURNMENT**

Mayor Deets adjourned the meeting at 9:05 p.m.

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Joe Deets, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize Purchase of 2022 Ford Mach-E SUV Police Vehicle (\$51,547.55 + upfit estimated at \$5,000.00) - Public Works,

**SUMMARY:** Public Works staff requests authorization from the City Council to purchase a 2022 Ford Mach-E SUV Police Vehicle for the Police Department for use by the Community Health Navigator position.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to purchase a 2022 Ford Mach-E SUV Police Vehicle in the amount of \$51,574.55, plus an additional estimated amount of \$5,000 for vehicle upfitting, and to execute the necessary documentation to effectuate the purchase.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$51,574.55 + \$5,000.00 estimate for equipment upfitting
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$51,574.55 + \$5,000.00 estimate for equipment upfitting
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The Police Department needs a 2022 Ford Mach-E SUV vehicle. The vehicle will be assigned to the Community Health Navigator position.

The Public Works Department utilizes the State of Washington state bid program to purchase new vehicles whenever possible, making use of volume pricing discounts. Public Works staff has worked with Bud Clary Ford using the Washington State Department of Enterprise Services for the purchase of a 2022 Ford Mach-E SUV Police Vehicle in the amount of \$51,574.55 including sales tax. Upon delivery of the vehicle, additional funds will be needed for upfitting the equipment in an estimated amount of \$5,000. Upfitting items include safety lights, radio, fire extinguisher, decals, etc.

As this vehicle will be 100% electric, City staff is proposing to install a vehicle charging station at the Public Works maintenance yard located at Hidden Cove Road for electric vehicle use. The charging station is expected to be installed prior to July 2022, when the vehicle delivery is expected. The future Police/Court

building at 8804 Madison Avenue will include charging stations for current and future conversion of the fleet to electric vehicles.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to it being 100% electric.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire the approved equipment purchase.

**ATTACHMENTS:**

[2022 Ford Mach-E SUV Quote.pdf](#)

**FISCAL DETAILS:** There is \$187,000 in budget available with \$122,908 spent which includes the 2022 Ford Police Interceptor in AB-73-2022 in tonight's agenda. This leaves \$64,092 available for this budget item.

**Fund Name(s):** General Fund

**Coding:**

## Aaron Claiborne

**From:** NOREPLY@des.wa.gov  
**Sent:** Thursday, November 18, 2021 7:15 AM  
**To:** Aaron Claiborne  
**Cc:** noreply@des.wa.gov  
**Subject:** Vehicle Quote - 2021-11-318 - BAINBRIDGE ISLAND, CITY OF - 21804

**CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.**

**Vehicle Quote Number: 2021-11-318**      [Create Purchase Request](#)      [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

### Contract & Dealer Information

Contract #: 05916

Dealer: Bud Clary Ford Hyundai (formerly Columbia Ford) (W403)  
700 7th Avenue / PO Box 127  
Longview WA 98632

Dealer Contact: Marie Tellinghiusen  
Dealer Phone: (360) 423-4321 Ext: 7187  
Dealer Email: ford.orders@budclary.com

### Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804

Email: aclaiborne@bainbridgewa.gov

Quote Notes:

Vehicle Location: BAINBRIDGE ISLAND

### Color Options & Qty

Space White Metallic (A3) - 1

Tax Exempt: N

### Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2022-0306-001	2022 Ford Mach-E SUV, Battery Electric (BEV)	1	\$44,082.00	\$44,082.00
2022-0306-011	SELECT TRIM OPTION: All-Wheel Drive (AWD) (adds Secondary Electric Motor, Front) (K1S/100A/99S/44A/TTSJ)	1	\$2,799.00	\$2,799.00
2022-0306-013	SELECT TRIM OPTION: Interior Protection Package (cargo area protector, front/rear floor liners) (17P)	1	\$243.00	\$243.00
2022-0306-014	SELECT TRIM OPTION: Daytime Running Lamps (DRL) (Non-Configurable) (replaces standard configurable DRLs) (942)	1	\$46.00	\$46.00
2022-0306-201	Service Manual, CD (DLR)	1	\$221.00	\$221.00
2022-0306-202	Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2022-0306-203	Fire Extinguisher, 2.5# Chemical ABC Rated w/ Mounting Bracket (DLR)	1	\$40.00	\$40.00
2022-0306-204	Flare Kit, 3 Piece Triangle, for roadside emergency use (DLR)	1	\$60.00	\$60.00

**Quote Totals**

	<b>Total Vehicles:</b> 1
	<b>Sub Total:</b> \$47,578.00
	<b>8.4 % Sales Tax:</b> \$3,996.55
	<b>Quote Total:</b> \$51,574.55

**Vehicle: 2022 Ford Mach-E SUV, Battery Electric (BEV) 2022-0306-001**

Contract #: 05916 - Utility - Small, Midsize &amp; Fullsize ( 2WD - 4WD)

Dealer: Bud Clary Ford Hyundai (formerly Columbia Ford)

**Vehicle Standard Specifications And Additional Information**

<b>Specification Description</b>	<b>Specification</b>
2022 Ford Mach-E, Battery Electric (BEV), 5-Passenger SUV	K1R
Trim Level: Select Trim, Rear-Wheel Drive (RWD), Standard Range	100A
Primary Electric Motor (Rear) / 70kWh Usable Standard Range High-Voltage Battery	99M
Single-Speed Transmission	44A
Tires: 225/60R18 All-Season (A/S) BSW, 18in carbonized gray-painted aluminum wheels	STANDARD
Tire Inflator and Sealant Kit (located under load floor) -- NO spare tire	STANDARD
Intelligent Access w/ Push-Button Start and SecuriCode Keyless Entry Keypad (includes 4 fobs)	STD/DLR
Seating: 5-passenger, ActiveX seating material, 8-way power driver (inc. power lumbar and power recline), 4-way manual front passenger, 2nd row 60/40 split-fold-flat, fold-down center armrest w/ (2) beverage holders	TTSJ
Airbags: driver and front row passenger dual stage, driver knee, front-seat mounted side-impact, rear-seat mounted side-impact, side curtain	STANDARD
Targeted EPA-Estimated Ratings (2021MY): Standard Range (RWD 230 miles, AWD 210 miles) Extended Range (RWD 300 miles, AWD 270 miles)	STANDARD
Exterior Dimensions (2021MY): 117.0in wheelbase, 186.0in overall length, 63.0in height, 74.0in width (inc mirrors), 64.0in front/rear tracks, 5.7in ground clearance; Interior Dimensions: head room front/rear 38.8in/38.2in, shoulder room front/rear 57.6in/55.8in, hip room front/rear 55.3in/53.2in, leg room front/rear 41.6in/38.1in;	STANDARD
Base Curb Weight (2021MY): Standard Range Battery (RWD 4394 lbs, AWD 4587 lbs); Extended Range Battery (RWD 4727 lbs, AWD 4920 lbs)	STANDARD
Electric parking brake (includes Auto Hold); four-wheel disc brakes w/ anti-lock brake system (ABS)	STANDARD
Daytime Running Lamps (DRL), configurable on/off	STANDARD
Manual Rear Liftgate	STANDARD
LED Tail Lamps	STANDARD
Windshield: laminated glass, windshield wiper de-icer, variable-intermittent/continuous wipers	STANDARD
Rear window defroster, fixed-intermittent/continuous wipers and	STANDARD

washer	
Climate Control: cabin particulate air filter, dual-zone electronic automatic temperature control (DEATC), second row air registers	STANDARD
Floor mats, front and rear, carpeted	STANDARD
Instrument Panel: 10.2in digital cluster screen, message center, outside temperature display, trip computer	STANDARD
Lighting: front map lights, illuminated entry system w/ courtesy lamp delay, rear cargo area light, second row dome light	STANDARD
Two (2) 12V powerpoints, front console and cargo area	STANDARD
Rotary Gear Shift Dial	STANDARD
Sliding sun visors w/ illuminated vanity mirrors	STANDARD
Manual tilt/telescoping steering wheel	STANDARD
Power locks, windows and mirrors (heated power glass, manual-fold, LED turn signals)	STANDARD
AdvanceTrac, electronic stability control, electronic traction control	STANDARD
Auto-dimming rearview mirror	STANDARD
Headlamps: courtesy delay, LED reflector, wiper-activated	STANDARD
Individual Tire Pressure Monitoring System (TPMS)	STANDARD
Ford Co-Pilot360 Technology [Includes Audible Vehicle Alert System, Ford Co-Pilot360 2.0 (auto high-beam headlamps, BLIS Blind Spot Information System with Cross-Traffic Alert, Lane-Keeping System, Pre-Collision Assist w/ Automatic Emergency Braking, Post-Collision Braking, Rear Parking Sensors, Rear View Camera, Reverse Brake Assist), front rain-sensing wipers,	STANDARD
(Continued) Ford Co-Pilot360 Assist 2.0 (Intelligent Adaptive Cruise Control w/ stop-and-go, lane centering assist and speed sign recognition; Evasive Steering Assist, Intersection Assist, Connected Built-In Navigation w/ 3 years of service, EV trip planner, pinch-to-zoom capability, Live Traffic), Forward Sensing System, Autolamp headlamps (Automatic On/Off)]	STANDARD
Audio [Includes SiriusXM w/ 360L, AM/FM Stereo, six (6) speakers, MP3 Capable, Speed-Compensated Volume]	STANDARD
Charge Cord [Includes switchable cord end to allow customer charge functionality w/ 120V (NEMA5-15) up to 15 Amps or 240V (NEMA 14-50) up to 32 Amps, portable charge cord, single phase on-board charger]	STANDARD
Charge Capability [SAE J1772 CCS (Combo Connector System) Charge Port capable of charging on 120V, 240V and Direct Current DC Fast Charge; AC Charging up to 10.5kW w/ 48 Amps capability; DC Charging up to 150kW capability; LED Charge Status Indicator on Charge Port w/ Courtesy Illumination]	STANDARD
Enhanced Memory -- save settings for Driver Display, Radio, Navigation and Driver Assistance Technologies	STANDARD
FordPass Connect [4G LTE Wi-Fi hotspot connects up to 10 devices; enables FordPass App Features: remotely start, lock and	STANDARD

unlock vehicle; schedule specific times to remotely start vehicle, locate parked vehicle, check vehicle status, schedule charge times, check status of charge]	
Front and rear stabilizer bar	STANDARD
Front Trunk - Drainable	STANDARD
Regenerative Braking System	STANDARD
Phone wireless charging pad	STANDARD
SYNC4A w/ Enhanced Voice Recognition [15.5in LCD capacitive touchscreen w/ swipe capability, wireless phone connection, Cloud connected, AppLink w/ App Catalog, 911 Assist, Wireless Apple CarPlay and Android Auto compatibility, digital owners manual, adaptive dashcards, personal profiles, conversational voice command recognition]	STANDARD
USB Ports, one of each A and C in 1st and 2nd rows	STANDARD
Transmission Oil Cooler	STANDARD
Warranty [3/36 Bumper-to-Bumper; 5/60 Powertrain; 8/100 Hybrid Unique Component]	STANDARD
Exterior Paints (M=metallic): Space White M, Shadow Black, Grabber Blue M, Iced Blue Silver M, Dark Matter Gray M	STANDARD
Extra-Cost Exterior Paint: Star White Metallic Tri-Coat, Rapid Red Metallic Tinted Clearcoat, Cyber Oranger Metallic Tri-Coat	OPTIONAL



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize Purchase of 2022 Ford Police Interceptor Hybrid Vehicle (\$43,797.94 + upfit estimated at \$25,000.00) - Public Works,

**SUMMARY:** Public Works staff requests authorization from the City Council to purchase a 2022 Ford Police Interceptor hybrid vehicle for the Police Department and approve an exemption of RCW 43.19.648 (electric or biofuel fuel usage) due to the fact that this vehicle will be purchased for emergency responses.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to purchase a 2022 Ford Police Interceptor hybrid police vehicle in the amount of \$43,797.94, plus an additional estimated amount of \$25,000 for vehicle upfitting, and to execute the necessary documentation to effectuate the purchase, and to authorize an associated exemption to RCW 43.19.648 as this vehicle will be used for emergency responses.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$43,797.94 + upfitting estimated at \$25,000.00
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$43,797.94 + upfitting estimated at \$25,000.00
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The Police Department needs to replace an existing vehicle with a new 2022 Ford Interceptor SUV hybrid patrol vehicle.

The Public Works Department utilizes the State of Washington state bid program to purchase new vehicles whenever possible, making use of volume pricing discounts. Public Works staff has worked with Bud Clary Ford using the Washington State Department of Enterprise Services for the purchase of a 2022 Ford Interceptor SUV hybrid police vehicle in the amount of \$43,797.94 including sales tax.

Upon delivery of the vehicle, additional funds will be needed for upfitting the equipment in an estimated amount of \$25,000. Upfitting items include lights, prisoner seats, radar, cameras, decals, radio, etc.

RCW 43.19.648 requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel. However, local governments may approve exemptions for police emergency response vehicles. An exemption to RCW 43.19.648 is proposed for the following reasons: there is not a 100% electric pursuit rated police vehicle available.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire the approved equipment purchase and upfitting.

**ATTACHMENTS:**

[2022 Ford Interceptor SUV Hybrid Quote.pdf](#)

**FISCAL DETAILS:** There is \$187,000 in budget with \$54,110 spent leaving leaving \$132,890 in budget available for this item.

**Fund Name(s):** General Fund

**Coding:**

## Aaron Claiborne

**From:** NOREPLY@des.wa.gov  
**Sent:** Monday, January 24, 2022 7:05 AM  
**To:** Aaron Claiborne  
**Cc:** sean.hoffert@des.wa.gov  
**Subject:** Vehicle Quote - 2022-1-400 - BAINBRIDGE ISLAND, CITY OF - 21804

**Vehicle Quote Number: 2022-1-400**      [Create Purchase Request](#)      [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

### Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Bud Clary Ford/Hyundai (W403)	Dealer Phone: (360) 423-4321 Ext: 7187
700 7th Avenue / PO Box 127	Dealer Email: ford.orders@budclary.com
Longview WA 98632	

### Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804
Email: aclaiborne@bainbridgewa.gov
Quote Notes:
Vehicle Location: BAINBRIDGE ISLAND

### Color Options & Qty

Agate Black (UM) - 1
Tax Exempt: N

### Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2022-0521-001	2022 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A)	1	\$33,676.00	\$33,676.00
2022-0521-012	Alternative Hybrid (HEV) Engine System [318 HP (combined system HP), 285 HP (gas engine) @ 6500 RPM, 260 lb.-ft. Torque @ 4000 RPM] (6840# GVWR, 1670 # Payload, 5000# Towing Capacity, 7.4in Ground Clearance) [Includes 3.3L V6 Direct-Injection Hybrid Engine System, Lithium-Ion Battery Pack (does not intrude into the cargo area), police calibrated high-performance regenerative braking system, DC/DC converter 220-Amp (in lieu of alternator), H7 AGM Battery - 800 CCA / 80-Amp, 19-Gallon Fuel Tank, 8-Year/100,000-Mile Hybrid Unique Component Warranty] (Not compatible with 3.0L V6 EcoBoost option) (99W/44B)	1	\$3,325.00	\$3,325.00
2022-0521-017	Tail Lamp/Housing Only (Includes pre-existing holes with standard twist lock sealed capability) (does not include LED strobe) (Not available with Tail Lamp Lighting Solution #66B or Ready for the Road Package #67H) (86T)	1	\$60.00	\$60.00
2022-0521-028	Pre-Wiring for Grille LED Lights, Siren and Speaker (60A)	1	\$50.00	\$50.00
2022-0521-030	Noise Suppression Bonds (Ground Straps)(60R)	1	\$100.00	\$100.00
2022-0521-033	Dark Car Feature (courtesy lamp disable when any door is opened) (Not available with Daytime Running Lights #942) (43D)	1	\$25.00	\$25.00

2022-0521-034	Police Engine Idle Feature (when activated, allows the key to be removed from ignition while vehicle remains idling, which allows driver to leave the engine running and prevents vehicle from unauthorized use when driver is outside of the vehicle) (47A)	1	\$259.00	\$259.00
2022-0521-036	BLIS Blind Spot Monitoring with Cross-Traffic Alert (Includes manual fold-away heated mirrors) (55B/54Z)	1	\$543.00	\$543.00
2022-0521-039	Doors/Locks: Hidden Door Lock Plunger with Rear Door Controls Inoperable - locks, handles and windows (locks/windows operable from drivers door switches) (included with Ready for the Road Package #67H) (52P)	1	\$159.00	\$159.00
2022-0521-043	Reverse Sensing System (76R)	1	\$275.00	\$275.00
2022-0521-044	Perimeter Anti-Theft Alarm (activated by hood, door or liftgate - when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn) (Must also order Remote Keyless Entry #55F) (Not available with Fleet Keyed Alike option) (593)	1	\$119.00	\$119.00
2022-0521-046	Pre-Collision Assist with Pedestrian Detection (Includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) (Not available with Front Interior Visor Lightbar #96W) (76P)	1	\$144.00	\$144.00
2022-0521-048	Remote Keyless Entry with Four (4) FOBS/Transmitters (includes Liftgate Release Button) (Does not include Keyless Entry Door Keypad) (If ordered with Fleet Keyed Alike option, fobs are unique and are not fobbed-alike) (55F)	1	\$339.00	\$339.00
2022-0521-050	Rear Console Plate (wiring conduit from front console plate to rear seat) (Included with Ready for the Road Pkg #67H) (Not available with Interior Upgrade Pkg #65U or Front Console Plate Delete #85D) (85R)	1	\$45.00	\$45.00
2022-0521-052	Spot Lamp, LED Bulb, Driver Only (Whelen) (51T)	1	\$418.00	\$418.00
2022-0521-061	Underbody Deflector Plate (engine and transmission shield) (76D)	1	\$334.00	\$334.00
2022-0521-064	Rear Center Seat Delete (Includes center seat delete tray) (Not available with Interior Upgrade Pkg #65U or Vinyl Rear Seat) (No credit) (85S)	1	\$0.00	\$0.00
2022-0521-202	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2022-0521-203	Flare Kit, 3 Piece Triangle with Storage Box for Roadside Emergency Use, uninstalled (DLR)	1	\$60.00	\$60.00
2022-0521-204	Manuals, Service (CD) (DLR)	1	\$221.00	\$221.00
2022-0521-205	Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2022-0521-207	Undercoating (wheel wells) (DLR)	1	\$125.00	\$125.00

**Quote Totals**

**Total Vehicles:** 1  
**Sub Total:** \$40,404.00  
**8.4 % Sales Tax:** \$3,393.94  
**Quote Total:** \$43,797.94

**CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.**

Vehicle Standard Specifications And Additional Information

Vehicle: 2022 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A) 2022-0521-001

Contract #: 05916 - Police Vehicles

Dealer: Bud Clary Ford/Hyundai

Vehicle Standard Specifications And Additional Information

Specification Description	Specification
2022 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV - K8A	STANDARD
Trim Level: Police Standard - 500A	STANDARD
Engine: 3.3L V6 Direct-Injection (136MPH Top Speed) (Hybrid option available) - 99B	STANDARD
Transmission: 10-Speed Automatic Police-Calibrated Transmission (Column Shifter) - 44U	STANDARD
Horsepower/Torque: 285HP @ 6500 RPM, 260 lb.-ft. Torque @ 3000 RPM (2021MY)	STANDARD
GVWR: 6465# (2021MY)	STANDARD
Exterior Key Locks: Driver, Front Passenger and Liftgate (4 Keys, non-chipped) (Remote Keyless Entry is optional)	STANDARD
Full-Size Spare Tire with TPMS	STANDARD
Tires & Wheels: 255/60R 18 All-Season BSW Tires; HD Steel Wheels, painted black, vented with center cap, 18in x 8.0	STANDARD
Seating configuration: Front Cloth Buckets (built-in steel intrusion plates in front seat backs), 6-Way Power Adjustable Drivers Seat with Manual Lumbar, Rear Vinyl 35/30/35 Split Bench (manual fold-flat) - TT96	STANDARD
Flooring material: HD Thermoplastic Elastomer	STANDARD
Battery/Charging system: HD 80-Amp 730CCA Battery, HD 250 Amp Alternator	STANDARD
Fuel Tank Capacity Gallons: 21.4 Gallon Fuel Tank	STANDARD
Rear Axle Ratio: 3.73 Axle Ratio	STANDARD
Ground Clearance: 7.6 inches - INFO	STANDARD
Skid Plates: optional	STANDARD
Air Bags: Dual-Stage Driver and Front Passenger, Side Seat, Passenger-Side Knee, Roll Curtain Airbags and Safety Canopy	STANDARD
Fleet deviations from retail: None, Fleet-Only Vehicle - INFO	STANDARD
NEW: Heated Sanitization Solution	STANDARD
Class III Trailer Hitch Receiver w/ 5000# maximum tow capacity and (2) recovery hooks; includes Class III Trailer Tow Lighting Package	STANDARD
75-MPH Rear-Impact Crash Tested (the full-size spare tire secured in the factory location is necessary to achieve police-rated 75-mph rear impact crash-test performance attributes)	STANDARD
Exhaust True Dual (down-turned)	STANDARD
Anti-Lock Brakes (ABS) with Traction Control; 4-Wheel HD Disc Brakes with HD Front and Rear Calipers; Large Mass Brake Rotors for high thermal capacity and calipers with large swept area	STANDARD
HD Electric Power-Assist Steering (EPAS)	STANDARD
Cooling System: HD Large, High-Volume Radiator, Engine Oil Cooler and Transmission Oil Cooler	STANDARD
Engine Hour Meter and Engine Idle Hour Meter	STANDARD
Two (2) 50-amp battery ground circuits - power distribution junction block behind 2nd row passenger seat floorboard	STANDARD
Power Pigtail Harness	STANDARD
Two-way radio pre-wire	STANDARD
Headlamps: Automatic, LED Low-and-High-Beam with Front Headlamp/Police Interceptor Housing with LED wig-wag feature (pre-drilled hole for side marker police use, does not include LED strobe; pre-molded side warning LED holes with standard sealed capability, does not include LED installed lights)	STANDARD
LED Tail Lamps	STANDARD
Audio: AM/FM/MP3 Capable/Clock/4 Speakers (Includes Bluetooth interface, 4.2in color LCD screen center-stack smart display)	STANDARD
Ford Telematics (includes Ford modem and complimentary 2-year trial subscription)	STANDARD
Fixed Pedals (Driver Dead Pedal)	STANDARD
Cloth Headliner, Easy to Drop	STANDARD
Rearview Camera with Washer (video displays in rearview electrochromic mirror) (option available to view in center stack) - 87R	STANDARD
Power Locks (rear door handles and locks are operable)	STANDARD
Power Windows with One-Touch Up/Down Front Driver and Passenger	STANDARD
Liftgate: Manual 1-piece, fixed glass with door-lock cylinder (liftgate release switch located in overhead console, includes 45-second timeout feature)	STANDARD
Privacy Glass: 2nd Row, Rear Quarter and Liftgate	STANDARD
Acoustic Laminated Windshield	STANDARD
Climate Control: Dual-Zone Electronic Automatic Temperature Control (DEATC)	STANDARD
Glovebox, Locking/non-illuminated	STANDARD
Interior Lighting: 1st row red/white task lighting, 3rd row overhead map light	STANDARD
Power points: 12V in 1st row	STANDARD
Cruise Control, Manual Tilt Steering Wheel with Speed Controls and (4) User-Configurable Latching Switches	STANDARD
Seat Belts, Pretensioner/Energy-Management System w/ Adjustable Height in 1st Row	STANDARD
Tire Pressure Monitoring System (TPMS)(Individual Tire Message Alerts/Readings)	STANDARD
AdvanceTrac w/ RSC (Roll Stability Control) police tuned gyroscopic sensors work seamlessly with the ABS	STANDARD
Roof-Mounted Antenna	STANDARD
Recovery Hooks: two (2) in front and trailer bar in rear	STANDARD
Rear Window Defroster, Dual Speed Wiper	STANDARD
Front Speed-Sensitive Intermittent Windshield Wipers	STANDARD
Sun Visors, non-illuminated	STANDARD
SOS Post-Crash Alert System	STANDARD
3-Year / 36,000 Miles Bumper-to-Bumper	STANDARD
5-year / 100,000 Miles Powertrain CARE Extended Service Plan (zero deductible)	STANDARD
120 Days to deliver after receipt of order (add 2-4 weeks for equipment upfits)	STANDARD
Exterior Paints (M=Metallic): Oxford White, Agate Black, Vermillion Red, Medium Titanium M, Iconic Silver M, Light Blue M, Sterling Grey M, Silver Grey M, Arizona Beige M, Royal Blue, Blue M, Carbonized Grey, Dark Toreador Red M, Medium Brown M, Dark Blue, Kodiak Brown M, Smokestone M	STANDARD



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Accept the \$100,000 Washington State Department of Commerce Grant and Authorize Execution of the Associated Interagency Agreement with the Department of Commerce to fund a City Housing Action Plan - Planning,

**SUMMARY:** This item is for the City Council to accept a \$100,000 grant from the Washington State Department of Commerce and to authorize the City Manager to execute the Interagency Agreement associated with that grant which is included with this agenda item.

In 2020, the Washington State legislature adopted HB 2343 that amended RCW 36.70A.600 related to local Housing Action Plans, and in 2021 the legislature added new grant funding to assist local governments create and adopt Housing Action Plans. On August 12, 2021, the Washington State Department of Commerce advertised the Housing Action Plan grant application process and opened the application window.

At the August 17, 2021 City Council meeting, the Council discussed the Housing Action Plan grant application window related to the Washington State Department of Commerce grant program and indicated support for the City to apply for a Housing Action Plan grant from the Department of Commerce. On September 14, 2021, the Council authorized the City Manager to apply for the Housing Action Plan grant. The City was notified at the end of October, 2021, that the City was awarded a \$100,000 grant from the Department of Commerce for the development of a Housing Action Plan pursuant to RCW 36.70A.600(2).

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Accept the \$100,000 Washington State Department of Commerce grant, and authorize the City Manager to execute the associated Interagency Agreement with the Department of Commerce that is included with this agenda item to fund a City Housing Action Plan.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On April 20, 2021, the City Council received a recommendation from the Affordable Housing Ad Hoc Committee. Following receipt of recommendations from the Committee, the Council directed the City Manager to prepare a consulting scope of work for a Housing Action Plan and to prepare a cost estimate for a

housing needs assessment and housing inventory. After receiving direction from the Council on August 17, 2021, the City issued a Request for Proposals on September 10, 2021 to retain consultant services for creating a City Housing Action Plan. Receipt of the Department of Commerce \$100,000 grant would help fund the City's Housing Action Plan effort.

**ATTACHMENTS:**

[COMMERCE Bainbridge Island Grant Contract-22-63314-004.docx](#)

**FISCAL DETAILS:** The City Council added \$100,000 to the 2021-2022 City Budget to complete a Housing Action Plan ("HAP") during the 2022 Budget Modification process. A Housing Action Plan grant of \$100,000 was awarded to the City from the Washington State Department of Commerce.

In Q4 2021, the City selected a consultant team of led by ECONorthwest to complete the upcoming HAP work. A separate contract for that professional services agreement and an additional budget amendment request will be included in a separate City Council agenda item.

**Fund Name(s):** General Fund

**Coding:** ORG – 61011581, OBJ – 541100



Interagency Agreement with

City of Bainbridge Island

through

Growth Management Services

For

Housing Action Plan Implementation (HAPI) Grant  
to Adopt a Housing Action Plan

Start date:

Date of Execution

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**Attachment A, Scope of Work**

**Attachment B, Budget**

## FACE SHEET

Contract Number: 22-63314-004

**Washington State Department of Commerce  
Local Government Division  
Growth Management Services  
Housing Action Plan Implementation (HAPI) Grant**

<b>1. Contractor</b> City of Bainbridge Island 280 Madison Ave N Bainbridge Island, WA 98110-1812		<b>2. Contractor Doing Business As (optional)</b> N/A		
<b>3. Contractor Representative</b> Jennifer Sutton Senior Planner jsutton@bainbridgewa.gov 206-780-3772		<b>4. COMMERCE Representative</b> Gary Idleburg Senior Planner 360.481.1398 gary.idleburg@commerce.wa.gov		PO Box 42525 1011 Plum Street SE Olympia Washington 98504-2525
<b>5. Contract Amount</b> \$100,000	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>7. Start Date</b> Date of Execution	<b>8. End Date</b> June 30, 2023
<b>9. Federal Funds (as applicable)</b> NA		<b>Federal Agency:</b> NA		<b><u>CFDA Number</u></b> NA
<b>10. Tax ID #</b> NA	<b>11. SWV #</b> 0019249-00	<b>12. UBI #</b> 189-002-241	<b>13. DUNS #</b> NA	
<b>14. Contract Purpose</b> Implementation of RCW 36.70A.600 grant funding to address housing affordability through a housing action plan.				
<b>15. Signing Statement</b> COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work and Attachment "B" – Budget.				
<b>FOR CONTRACTOR</b>  _____ Blair King, City Manager City of Bainbridge Island  _____ Date		<b>FOR COMMERCE</b>  _____ Mark K. Barkley, Assistant Director Local Government Division  _____ Date  <b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 08/22/2019. APPROVAL ON FILE.</b>		

**SPECIAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

**2. CONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

**3. COMPENSATION**

COMMERCE shall pay an amount not to exceed one-hundred thousand dollars (\$100,000) for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the performance-based Scope of Work (Attachment A) and Budget (Attachment B).

**4. BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 22-63314-004.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

The grantees must invoice for all expenses by June 17, 2023.

COMMERCE will pay Contractor for costs incurred prior to the start date of this Agreement, if such costs would have been allowable on or after July 1, 2021, the start date of the 2021-2023 biennium. To be allowable, such costs must be limited to the completion of tasks and deliverables outlined in the Scope of Work (Attachment A).

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

**5. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

**SPECIAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**6. SUBCONTRACTOR DATA COLLECTION**

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

**7. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

**2. ALL WRITINGS CONTAINED HEREIN**

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

**3. AMENDMENTS**

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**4. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

**5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION**

- A. "Confidential Information" as used in this section includes:
  - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
  - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

**6. COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

**7. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**8. GOVERNING LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**9. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**10. LICENSING, ACCREDITATION AND REGISTRATION**

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

**11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

**12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**13. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

**14. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

**15. SUBCONTRACTING**

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the

**GENERAL TERMS AND CONDITIONS  
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Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**16. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

**17. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

**18. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

**19. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**GENERAL TERMS AND CONDITIONS  
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STATE FUNDS**

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

**20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

**21. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

## Scope of Work

Housing Action Plan  
RCW 36.70A.600(2)

*The goal of any such housing plan must be to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should:*

- (a) Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households;*
- (b) Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;*
- (c) Analyze population and employment trends, with documentation of projections;*
- (d) Consider strategies to minimize displacement of low-income residents resulting from redevelopment;*
- (e) Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;*
- (f) Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and*
- (g) Include a schedule of programs and actions to implement the recommendations of the housing action plan.*

Commerce will be monitoring the contracts biannually to review progress in meeting milestones, deliverables and invoicing.

<b>Grant Objective:</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Action 1</b>	<b>Existing Conditions Review</b>	<b>March 2022</b>	<b>July 2022</b>
Step 1.1	Collect data and information to provide an assessment of the current types and age of housing within the City of Bainbridge Island, including housing within specific income categories up to 120% of the Average Median Income (AMI).	March 2022	June 2022
Step 1.2	Provide household demographics, including income segments, workforce profiles, employment trends, and cost-burdened data.	March 2022	June 2022
Step 1.3	Quantify existing and projected housing needs for all income levels, including extremely low-income households, for the planning period. Include documentation of housing and household characteristics and cost-burdened households.	March 2022	June 2022
Step 1.4	Collect data on type, size, cost and age of housing in the city. Collect data on rental properties (e.g., type, size, cost and age) and percentage of housing stock.	March 2022	June 2022
Step 1.5	Review and evaluate existing studies and available data, including an evaluation of the success of current housing element and other housing policies, regulations, and implementation programs including but not limited to: the Winslow and Neighborhood Centers areas, Accessory Dwelling Units, and the nascent Multifamily Property Tax Exemption program.	March 2022	July 2022
Step 1.6	Identify housing resources and constraints, including evaluating the effectiveness of existing strategies and recommendations for new actions to increase housing supply or provide regulatory streamlining.	March 2022	July 2022

Step 1.7	Review land capacity analysis and ability of existing zoning to provide for housing needs at all income brackets.	March 2022	July 2022
Step 1.8	Identify areas that may be at higher risk of displacement from market forces.	March 2022	July 2022
<b>Deliverable 1</b>	<b>Existing Conditions and Housing Needs Analysis Report (Draft and Final)</b>		<b>August 2022</b>
<b>Action 2</b>	<b>Public Engagement</b>	<b>March 2022</b>	<b>Dec 2022</b>
Step 2.1	Develop a public outreach plan and assist with public outreach efforts to engage specific local stakeholders and the broader community.	March 2022	July 2022
Step 2.2	Utilize outreach techniques such as one-on-one interviews, a community survey, and small and/or large groups to engage a diverse community and gain an understanding of current conditions as well as potential strategies or policies/options.	May 2022	Dec 2022
<b>Deliverable 2.a</b>	<b>Public Outreach/Engagement Plan</b>		<b>July 2022</b>
<b>Deliverable 2.b</b>	<b>Summary of Public Engagement Results</b>		<b>Jan 2023</b>
<b>Action 3</b>	<b>Evaluation and Development of Policies and Tools for Increasing Housing Diversity</b>	<b>August 2022</b>	<b>Jan 2023</b>
Step 3.1	Develop and present new regulations, strategies and processes to increase the supply of housing, variety of housing types, and affordable housing stock needed to serve the housing needs identified in the housing needs analysis report.	August 2022	Oct 2022
Step 3.2	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.	August 2022	Oct 2022
Step 3.3	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. Identify policies and regulations that would address and begin to undo these impacts.	August 2022	Oct 2022

Step 3.4	Develop a schedule of programs and actions to implement the recommendations of the Housing Action Plan. Prepare a near-term (two-year) implementation plan that analyzes proposed strategies for: 1) fiscal impact and 2) effectiveness regarding increasing residential building capacity.	Nov 2022	Dec 2022
Step 3.5	Create a draft and final Housing Action Plan that reflects community, staff input and Council policy guidance. The Housing Action Plan should propose strategies to meet the overall objective to increase housing supply as needed and identified by the housing needs analysis and review of existing housing regulations.	Nov 2022	Jan 2023
<b>Deliverable 3</b>	<b>Draft Housing Action Plan</b>		<b>Jan 2023</b>
<b>Action 4</b>	<b>Housing Action Plan Adoption</b>	<b>Jan 2023</b>	<b>March 2023</b>
Step 4.1	Present draft Housing Action Plan to the Planning Commission. Make changes as necessary per Planning Commission recommendation. Additional City advisory committee meetings may also be necessary.	Jan 2023	Feb 2023
Step 4.2	Present draft Housing Action Plan to the City council.	March 2023	April 2023
Step 4.3	Prepare resolution for City Council adoption of Housing Action Plan	April 2022	April 2022
<b>Deliverable 4</b>	<b>Approved Housing Action Plan</b>		<b>April 30, 2023</b>

## Budget

Grant Objective:	Commerce Funds
Deliverable 1. Existing Conditions and Housing Needs Analysis Report (Draft and Final)	\$30,000
Deliverable 2. Public Outreach/Engagement Plan and Summary of Results	\$25,000
Deliverable 3. Draft Housing Action Plan	\$25,000
Deliverable 4. Approved Housing Action Plan	\$20,000
Total:	\$100,000

NOTE: The final Deliverable(s) for this grant represents at least twenty percent (20%) of the total grant award and payment is contingent upon submittal of a copy of the final deliverable(s).



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:50 PM) Hold Public Hearing and Adopt Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning,

**SUMMARY:** This agenda item is to hold a public hearing on Ordinance No. 2022-01 (formerly Ordinance No. 2021-35). Ordinance No. 2022-01 would revise the City's Housing Design Demonstration Project ("HDDP") program. This ordinance implements the December 7, 2021 City Council direction on this topic.

The Planning Commission first discussed Ordinance No. 2021-35 at their October 28, 2021 meeting. The Commission then held a public hearing on November 18, 2021 and after closing the public hearing, continued to discuss the HDDP program as a whole, and whether to extend it. The Commission approved a motion to recommend approval of Ordinance No. 2021-35 that would:

1. Extend the HDDP program for two years, and
2. Revise the HDDP program to specify that all required designated affordable housing units serve households at or below low-income (80% Area Median Income), and
3. Revise the HDDP program to replace the Innovative Site Development Scoring Method (Table 2.16.020.S-3 ) with an "Innovative Site Development" checklist, eliminating the "scoring" and minimum required points for this requirement.

Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) was updated to integrate the Planning Commission's recommended revisions to the HDDP program (see Exhibit A). As recommended by the Commission, Table 2.16.020.S-3, Innovative Site Development Scoring Method, is shown as deleted in the updated ordinance. Staff converted the site development components described in the table to a checklist as recommended by the Commission (Exhibit A Section S.4.b). The table described allocated site development "points," and an HDDP project had to "score" at least 25 points (45% of points available). There are 14 separate innovative site development components moving from the table to a checklist, and staff recommends requiring that an HDDP project include at least 50% or 7 sustainable site components to equate the checklist (Exhibit A Section S.4.b) with the existing Table 2.16.020.S-3 (pages 3-7 of Exhibit A).

Staff also identified clarifying housekeeping changes that should have been made in 2019 when the program was narrowed, and Exhibit A makes those changes (see Table 2.16.020.S-2, page 4).

On December 7, 2021, the City Council considered the November 18, 2021 Planning Commission recommendation to extend the HDDP program for 2 years and additionally revise the program. At that meeting, the Council approved motions to separate the extension of the HDDP program and the Commission-recommended program revisions into two separate ordinances. The other ordinance, Ordinance No. 2021-39, was approved by the City Council and December 14, 2021, which thereby extended the HDDP program in its current form for one year (until December 31, 2022) to allow time for the Council to consider the revisions and updates included in Ordinance No. 2022-01.

As referenced immediately above, on December 7, 2021, the Council began discussion on the Planning Commission recommendation to revise the HDDP program. The program is codified in BIMC 2.16.020.S. (see attached Exhibit A to Ordinance No. 2022-01). Due to the extent of the changes to the program that were recommended by the Planning Commission, it was recommended that the Council hold a public hearing on an ordinance that includes the proposed revisions at a future Council meeting to obtain public comment on what is

being recommended and to ensure that the revised ordinance captures what was recommended by the Planning Commission.

On December 14, 2021, the Council took action to set a public hearing on this Ordinance No. 2022-01 for February 8, 2022. The Council is holding that public hearing via this agenda item. The Council could adopt the ordinance immediately following the public hearing, or the Council could choose to further consider the ordinance at a future Council meeting.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to approve Ordinance No. 2022-01.

OR

I move to schedule additional discussion on Ordinance No. 2022-01 at a future City Council meeting.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The City's Housing Design Demonstration Projects ("HDDP") program was originally approved in 2009 as a 3-year Pilot Program in the greater Winslow area. Goals of the HDDP program include:

- Promotes green building, sustainable site development, and housing diversity & affordability using development standard flexibility & density incentives, including a density incentive.
- HDDP projects are limited to a 1,600 square foot maximum dwelling unit size for all HDDP units.

The program was revised in 2013 and again in 2016 to reflect updated low-impact development requirements and extended until 2019. Ordinance No. 2019-32 narrowed the program to only be available for development projects that provide at least 50% of residential units as affordable housing, and extended the HDDP program until December 31, 2021. On October 12, 2021, the City Council directed the Planning Commission to consider an ordinance to extend the HDDP program for two additional years, until December 31, 2023. The Planning Commission then discussed the extension (Ordinance No. 2021-35) on October 28 and on November 18 held a public hearing and completed a recommendation to the City Council (see summary above).

**ATTACHMENTS:**

[Public Hearing Draft Ordinance No. 2022-01 \(formerly No. 2021-35\) Revising HDDP Program.docx](#)

**FISCAL DETAILS:** No impact.

**Fund Name(s):**

**Coding:**

***PUBLIC HEARING DRAFT***

**ORDINANCE NO. 2022-01**  
(formerly Ordinance No. 2021-35)

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending Bainbridge Island Municipal Code Section 2.16.020.S. to revise the Housing Design Demonstration Project program.

**WHEREAS**, on August 12, 2009, the City Council adopted Ordinance No. 2009-06, establishing a pilot Housing Design Demonstration Project (“HDDP”) program to allow for the development of projects to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of development standard incentives; and

**WHEREAS**, Ordinance No. 2009-06 established a sunset date of August 26, 2012, for the HDDP program; and

**WHEREAS**, on July 18, 2012, the City Council approved Ordinance No. 2012-09, extending the HDDP program until December 31, 2013, to allow time for the City to further evaluate the program; and

**WHEREAS**, the City Council convened an Ad Hoc Committee made up of a Planning Commissioner, three City Councilmembers, a member of the Design Review Board, and a representative from the Housing Resources Board to evaluate and make recommendations on the HDDP program; and

**WHEREAS**, the Ad Hoc Committee recommended changes to the HDDP program, including extending the HDDP program until the end of 2016 to allow time for the construction of approved projects; and

**WHEREAS**, on December 11, 2013, the City Council adopted those recommendations with the approval of Ordinance No. 2013-25, extending the HDDP program to December 31, 2016; and

**WHEREAS**, on September 27, 2016, the City Council adopted Ordinance No. 2016-27, extending the HDDP program until December 31, 2019, to allow time to review the program and compare it to other affordable housing tools the City may choose to utilize, as envisioned by the draft 2016 Comprehensive Plan; and

**WHEREAS**, on February 28, 2017, the City Council adopted Ordinance No. 2017-01, approving the 2016 Comprehensive Plan; and

**WHEREAS**, the 2016 Comprehensive Plan includes several policies related to promotion of sustainable development and affordable housing; and

**WHEREAS**, the purpose of the existing HDDP program is to allow the development of housing design demonstration projects that increase the variety of housing choices available to

***PUBLIC HEARING DRAFT***

residents across underserved portions of the socioeconomic spectrum, promote compact, low-impact development where it is most appropriate, and encourage high quality and innovation in building design, site development, and “green” building practices; and

**WHEREAS**, the Affordable Housing Task Force was created by the City Council on May 9, 2017, and was instructed to make recommendations for specific actions, programs, and strategies the City of Bainbridge Island and the City Council can take in the near-term to improve access to affordable housing across the economic spectrum; and

**WHEREAS**, the City’s Affordable Housing Task Force issued a final report in July 2018 with many recommendations on how to increase housing affordability and diversity on Bainbridge Island, which include similar goals as the HDDP program described above; and

**WHEREAS**, on October 1 and 22, 2019, a majority of the City Council indicated support for extending the HDDP program until December 31, 2021; and

**WHEREAS**, on December 10, 2019, the City Council approved Ordinance No. 2019-32 which narrowed the program to only apply to projects that provided at least 50% of housing units as affordable housing and extended the HDDP program until December 31, 2021; and

**WHEREAS**, the City continues to work on accomplishing many of the recommendations made by the Affordable Housing Task Force’s final report and to implement City green building standards, and both affordable housing and green building are required as part of the HDDP program; and

**WHEREAS**, at the time Ordinance No. 2019-32 was approved, the City was working on preliminary design concepts for the Suzuki Affordable Housing project, which was being planned as an HDDP project with more than 50% affordable housing, however development at the Suzuki property was removed by the City Council from the City’s priority affordable housing work list in 2020; and

**WHEREAS**, although the City has not received any formal development proposals that plan to utilize the HDDP program since the program was extended and narrowed at the end of 2019, there was public comment at the October 12, 2021 City Council meeting that there is at least one affordable housing project in a conceptual phase that would utilize the HDDP program; and

**WHEREAS**, on October 12, 2021, the City Council voted 6-0 to support a two-year extension of the HDDP program until December 31, 2023 and referred the issue to the Planning Commission for consideration and a recommendation; and

**WHEREAS**, on October 28, 2021, the Planning Commission discussed this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) and held a public hearing on the ordinance on November 18, 2021; and

***PUBLIC HEARING DRAFT***

**WHEREAS**, after closing the public hearing, the Planning Commission further discussed the HDDP program and voted to recommend approval to the City Council of a revised version of this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35), extending the HDDP program and making other changes; and

**WHEREAS**, in recommending approval of Ordinance No. 2022-01 (formerly Ordinance No. 2021-35), the Planning Commission additionally recommended revising the HDDP program to require that affordable housing be targeted to low-income (or below) households, and further recommended converting the Innovative Site Development Scoring Method to a simple checklist; and

**WHEREAS**, notice was given on November 4, 2021 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106 related to this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35); and

**WHEREAS**, on December 7, 2021, the City Council considered this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) related to extending the HDDP program and integrating the additional program changes recommended by the Planning Commission, as well as recommended changes by City staff; and

**WHEREAS**, during the City Council's discussion on December 7, 2021, the Council passed two motions, and via the first motion the Council directed the City Manager to prepare an ordinance to extend the HDDP program in its current form for one year, and via the second motion the Council directed the City Manager to include an agenda item on the December 14, 2021 Council agenda to set a public hearing for a future date regarding this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35); and

**WHEREAS**, on December 14, 2021, the City Council set a public hearing for February 8, 2022 for this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) to further consider the HDDP program changes recommended by the Planning Commission and City staff; and

**WHEREAS**, on December 14, 2021, the City Council also considered associated Ordinance No. 2021-39, related to extending the HDDP program in its current form for one additional year to allow time for the Council to consider this Ordinance No. 2022-01 and to avoid a situation in which the HDDP program would lapse while that consideration was occurring; and

**WHEREAS**, on February 8, 2022, the City Council held a public hearing on this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) related to revisions and updates to the HDDP program as recommended by the Planning Commission and City staff and, after considering public comment regarding this ordinance, the Council took action to adopt the ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**PUBLIC HEARING DRAFT**

**Section 1.** Section 2.16.020.S. of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A, which is fully incorporated herein to this ordinance by this reference.

**Section 2. Severability.** Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 3.** This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of \_\_\_\_\_, 2022.

APPROVED BY THE MAYOR this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	December 10, 2021
PASSED BY THE CITY COUNCIL:	_____, 2022
PUBLISHED:	_____, 2022
EFFECTIVE DATE:	_____, 2022
ORDINANCE NUMBER:	2022-01 (formerly 2021-35)
ATTACHED:	Exhibit A

**EXHIBIT A TO ORDINANCE NO. 2022-01 (formerly Ordinance No. 2021-35)**

**2.16.020.S. Housing Design Demonstration Projects.**

1. Purpose and Goals. The purpose of this subsection S is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, and to promote compact, low-impact development where it is most appropriate. Further, its purpose is to encourage high quality and innovation in building design, site development, and “green” building practices.

The goals of this program are to increase the housing supply and the choice of housing styles available in the community; to promote socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of smaller homes, at reasonable prices, in neighborhoods attractive to a mix of income and age levels; and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations.

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of projects outlined in this section to two projects after the effective date of the ordinance codified in this section.

3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

- a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Title 17, Subdivisions, and BIMC Title 18, Zoning, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.
- b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through (i) the city’s public participation program following the procedures outlined in Resolution Nos. 2010-32 and 2001-11, or (ii) an equivalent public meeting that includes participation by city staff, as approved by the director.
- c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board,

pursuant to subsection F of this section. The applicant shall submit an HDDP proposal consistent with the requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

- d. **Application Submittal.** An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.
- e. **Permit Decision.** The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements, including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.
- f. **Building Permit.** The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.
- g. **Living Building Challenge.** For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction, and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the site, materials, indoor quality and beauty/inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. **Evaluation Method.** Each project will be evaluated for innovation and achievement of the goals of this subsection S of this section using a number of factors. The evaluation factors are divided into three categories. Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. Projects that

qualify as housing design demonstration projects are eligible to use the flexible development standard incentives outlined in subsections S.6 and 7 of this section, and are eligible for the residential incentives outlined below and in subsection S.8 of this section. Tables 2.16.020.S-1, ~~S-2, and S-3~~ shows ~~scored~~ evaluated to qualify for the housing design demonstration project program.

<b>Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System</b>		
<b>Density Incentives</b>	<b>Requirements to Receive Incentives</b>	
	<b>Green Building and Innovative Site Development</b>	<b>Housing Diversity</b>
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	<ul style="list-style-type: none"> <li>LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development</li> <li><del>25 Points in</del> <u>Project integrates at least 50% of listed Innovative Site Development Practices</u></li> </ul>	<ul style="list-style-type: none"> <li>50% affordable housing</li> <li>Home size not larger than 1,600 sq. ft.</li> </ul>
<p>NOTE: For required affordable housing units:</p> <ul style="list-style-type: none"> <li><del>Home ownership projects: 50% of r</del>Required affordable house units <del>should</del> <u>must serve low-income households with an income <math>\leq</math> less than or equal to 80% AMI. (See, BIMC 18.21.020.A. and BIMC 18.36.030.)</u></li> <li>Rental projects: 50% of required affordable house units <del>should</del> <u>must serve households with an income <math>\leq</math> less than or equal to 60% AMI.</u></li> </ul>		

**Table 2.16.020.S 2 Housing Diversity Scoring Method**

		<b>Affordable Housing</b>			<b>Unit Size</b>		<b>Unit Type</b>	
		Project includes a number of housing units that are designated affordable for a period of 99 years to the spectrum of income levels as defined by BIMC 18.36.030.16 and 18.21.020.A. Rental housing is encouraged by awarding more points for the creation of rental housing.			Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number of units in that range. For example, in a 40-unit development, at least 4 units sized between 1,001 and 1,200 ft <sup>2</sup> would be needed to score points in that range.		Unit type: Project includes a variety of housing unit types (i.e., single family style, townhouse, flat, age in place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40-unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.	
<b>Total Housing Diversity Points Required</b>		<b>Affordable Units</b>	<b>Ownership Value</b>	<b>Rental Value</b>	<b>Unit Size Range</b>	<b>Value</b>	<b>Number of Different Unit Types</b>	<b>Value</b>
		10%	10	12	< 800 ft <sup>2</sup>	±	2	2
		11 – 15%	12	14	801 – 1,000 ft <sup>2</sup>	±	3	3
		16 – 20%	14	16	1,001 – 1,200 ft <sup>2</sup>	±	4	4
		21 – 25%	16	18	1,201 – 1,400 ft <sup>2</sup>	±	5	5
		> than 25%	20	22	1,401 – 1,600 ft <sup>2</sup>	±	<b>Min. Pts. Required</b>	
		<b>Minimum % Required</b>			<b>Size Requirement</b>	<b>Min. Pts. Required</b>		
20 pts		50%			Max. home size 1,600 ft <sup>2</sup>	NA	NA	

**Table 2.16.020.S-3 Innovative Site Development Scoring Method**

<p><b>Minimum Site Development Point Requirement</b></p>	<p><b>WATER QUALITY &amp; CONSERVATION</b>                  Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.</p>	<p><b>LANDSCAPING &amp; OPEN SPACE</b>                  Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 &amp; A7 is encouraged.</p>	<p><b>TRANSPORTATION</b>                  Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.</p>																																																																																
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- a. Housing Diversity. Evaluation will review:
- i. ~~Unit Type. The project includes a variety of unit types, for example, single family, townhomes, flats, duplex, cottages, age in place or accessory dwelling units;~~
  - ii. Unit Size. HDDP housing units cannot be larger than 1,600 square feet ~~The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and~~
  - iii. Affordable Housing. The project includes at least 50% of housing units that are affordable to the spectrum of households at or below low-income levels as described in Chapter 18.21 BIMC, Affordable Housing, and BIMC 18.36.030. For rental projects: 50% of required affordable house units must serve households with an income less than or equal to 60% AMI. Designated affordable housing shall remain affordable for 99 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for 99 years.
- b. Innovative Site Development. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014. The project must integrate at least 7 (50%) of the 14 sustainable site methods listed across the four sustainable site categories below (water quality and conservation, landscaping, open space, and transportation):  
 Evaluation will review:
- i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as:
    - (a) Greywater: At least 30 % of dwelling units integrate greywater use;
    - (b) Cisterns: At least 30% of total project roof area stormwater collection is directed to in cisterns;
    - (c) Green Roofs: At least 30% of total project roof area qualifies as a "green" or vegetated roofs.
    - (d) Covered Parking: At least 80% of total project parking spaces are covered (e.g., parking garage, carport). ~~and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.~~
  - ii. Landscaping. The project uses low maintenance landscaping and that integrates a high proportion of native plants or drought tolerant plants that are climate appropriate. ~~The project limits the amount of lawn in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.~~
    - (a) Native or Drought Tolerant Plants: Project landscaping integrates at least 60% native or drought tolerant plants.
    - (b) Private Yards: All private yard areas within the project designed to have less than or equal to 20% turf/grass.
    - (c) Heritage Trees: The project preserves one or more tree that has been approved as a "Heritage Tree" under the City's program.
  - iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/pea patch and composting facilities, or a playground.

Critical areas and their buffers and required roadside buffers do not contribute to “common open space” under the housing design demonstration project program.

(a) Open Space: The project integrates at least 25% of the lot area as common open space.

(b) Neighborhood Garden: The project incorporates a neighborhood garden or pea patch.

iv. Transportation. The project ~~(A)~~ uses a design that provides enhanced sensitivity to pedestrian and bicycle travel; ~~(B)~~ and internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP); ~~(C)~~ The project design strives to reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; ~~(D)~~ minimizes the visual dominance of automobiles throughout the project; or ~~(E)~~

(a) Electric Vehicle (EV) Charging: The project integrates EV ~~accommodates needs of alternative vehicles through techniques such as parking and~~ charging facilities for at least 10% of vehicle parking capacity electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, ~~and~~

(b) Car Sharing: The project integrates ~~ing~~ a parking space for a vehicle sharing program, such as Zipcar™.

(c) Public Nonmotorized Facilities: The project provides public walkways, sidewalks, separated paths, or bike lanes not otherwise required by the IWTP. Facility location and design is subject to approval by the Department of Public Works.

(d) Covered Bike Parking: The project provides covered, consolidated bike parking.

(e) Bus Shelter: The project provides a covered bus shelter(s) for Kitsap Transit and school bus riders. Shelter location and design must be consistent with any Kitsap Transit, City, or School District requirements.

c. Innovative Building Design. The project ~~is~~ shall be constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, Passive House Institute US/International, LEED or the BuiltGreen Program of the Master Builders of King and Snohomish Counties.

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

a. The applicant clearly demonstrates that the evaluation factors listed in subsection S.4 of this section will be met, as shown in the housing design demonstration project scoring system as evaluated by the planning and public works departments;

b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;

c. The project does not adversely impact existing public service levels for surrounding properties;

- d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;
- e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and
- f. The applicant is meeting required housing diversity standards. Management of long-term affordability for designated affordable housing will be monitored through the use of recorded covenants and/or other agreements.

6. Development Standard Incentives for Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
- b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.
- c. Natural Area. For MUTC projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 50 square feet of natural area per unit.
- d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.
- e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Tables 17.12.070-1 and 18.12.020-2, as applicable.
  - i. Zoning Setback Reductions.
    - (A) Front setback within project: 10 feet.
    - (B) Rear setback within project: minimum of five feet.
    - (C) Side setback within project: minimum of five feet.
  - ii. Subdivision Setback Reductions.
    - (A) All interior subdivision setbacks: zero feet.

- (B) Building to exterior subdivision boundary: five feet.
  - (C) Building to right-of-way or on-site private access: 10 feet.
- f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-2.
7. Development Standard Incentives for Development Projects in Residential Zones. The applicant may request that development standards from BIMC Title 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:
- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
  - b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.
  - c. Natural Area. For residentially zoned projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 400 square feet of natural area per unit.
  - d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.
  - e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks may be reduced as described below. This section does not supersede lesser setback requirements as outlined in Tables 17.12.070-1 and 18.12.020-1, as applicable. Additional vegetative landscaping screen may be required by the director when reducing setbacks.
    - i. Zoning Setback Reductions.
      - (A) Front setback to on-site access: 10 feet.
    - ii. Subdivision Setback Reductions.
      - (A) All interior subdivision setbacks: zero feet.
      - (B) Building to on-site access: 10 feet.

8. Density Bonus Incentives. An increase in residential base density may be permitted as outlined in Table 2.16.020.S-24.

<b>Table 2.16.020.S-24: Housing Diversity Program Project Density Bonuses</b>
<ul style="list-style-type: none"><li>• 2.5 x Base Density</li> <li>• OR Max. Bonus Mixed-Use FAR (all residential)</li></ul>

9. Housing Project Visit. In order to learn from the innovative design practices used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire on December 31, 2022.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:05 PM) Receive University of Washington Livable Cities Program Presentation on Winslow Master Plan Project,

**SUMMARY:** In the fall of 2021, the City engaged the University of Washington Livable Cities Program to research certain topics related to future updates to the Winslow Master Plan. Several students who worked on this project will present their findings to the City Council. Their final report is also attached.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Presentation only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Winslow Master Plan - Final Presentation.pdf](#)

[Winslow Master Plan Analysis Final Report 2021-2.pdf](#)

**FISCAL DETAILS:** The City entered into a contract for \$16,000 to with University of Washington Livable Cities Program to complete this work.

**Fund Name(s):**

**Coding:**



# Winslow Master Plan Analysis



# Goals

Use **research, mapping, and data analysis strategies** to understand development trends.

**Project growth trends** to ensure future development **responds to increasing population density and adapting to environmental, social, and economic challenges.**

---

# Student Team



Jinfan  
Huang



Talia  
Kertsman



Jeffrey  
Johnson



Barbs  
Mendez



Noah  
Neubauer



Fangnuo  
Tao



Zipei  
Wang

# Visit to Bainbridge Island



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# Research and Mapping Outcomes

Sewer Service and Connectivity Analysis  
Density and Growth Analysis

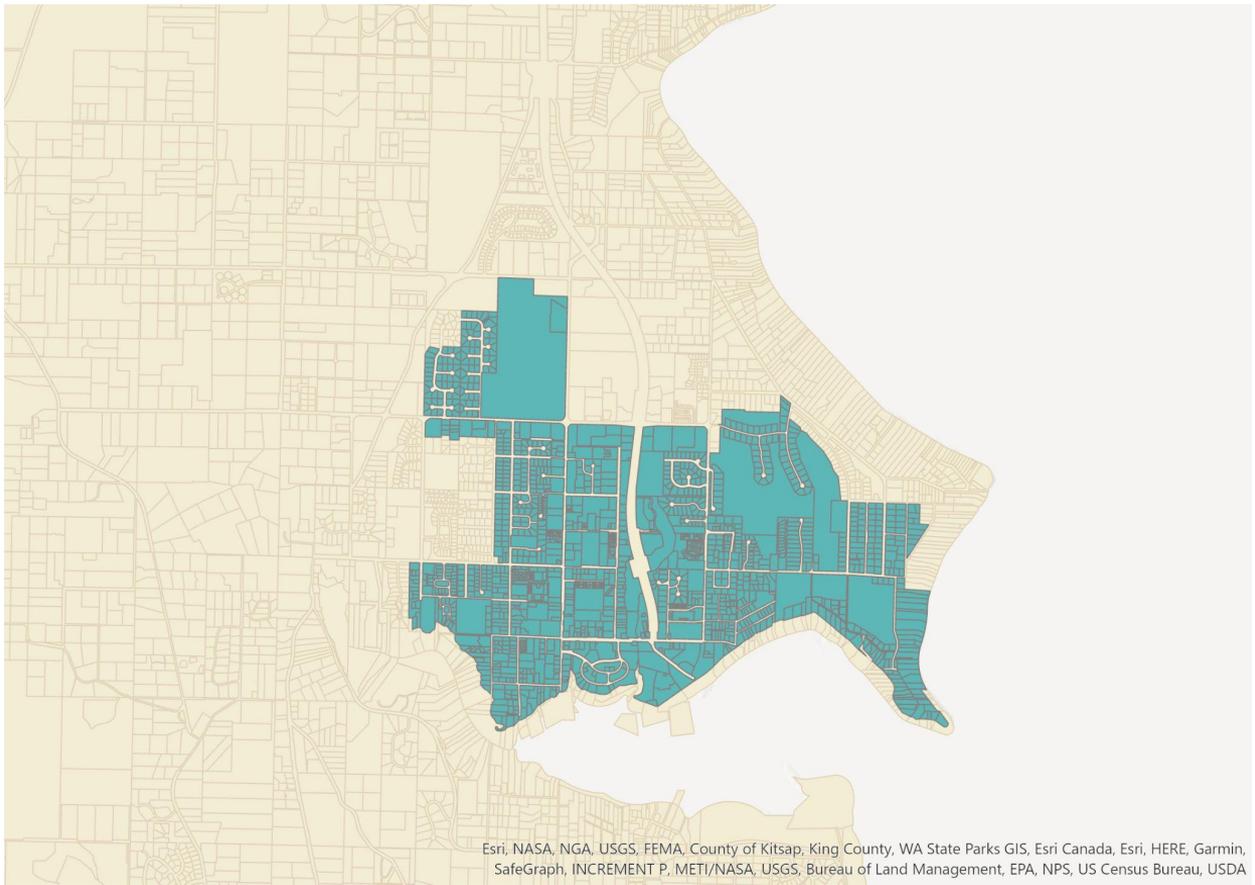


# Outcomes

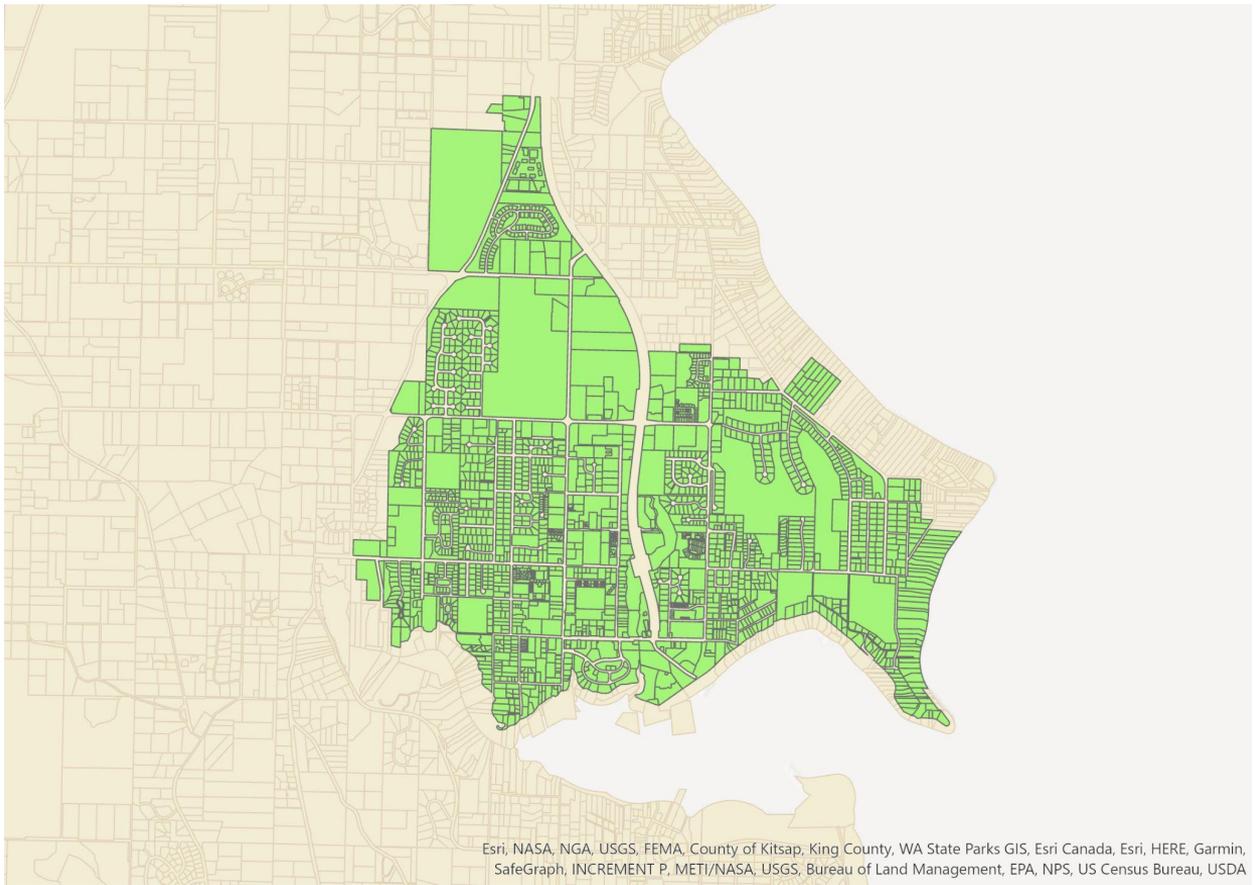
Sewer Service and Connectivity

Evolution of the Winslow sewer service area since 1992

Analysis for discrepancy between sewer service boundaries, master plan area, and water service boundaries

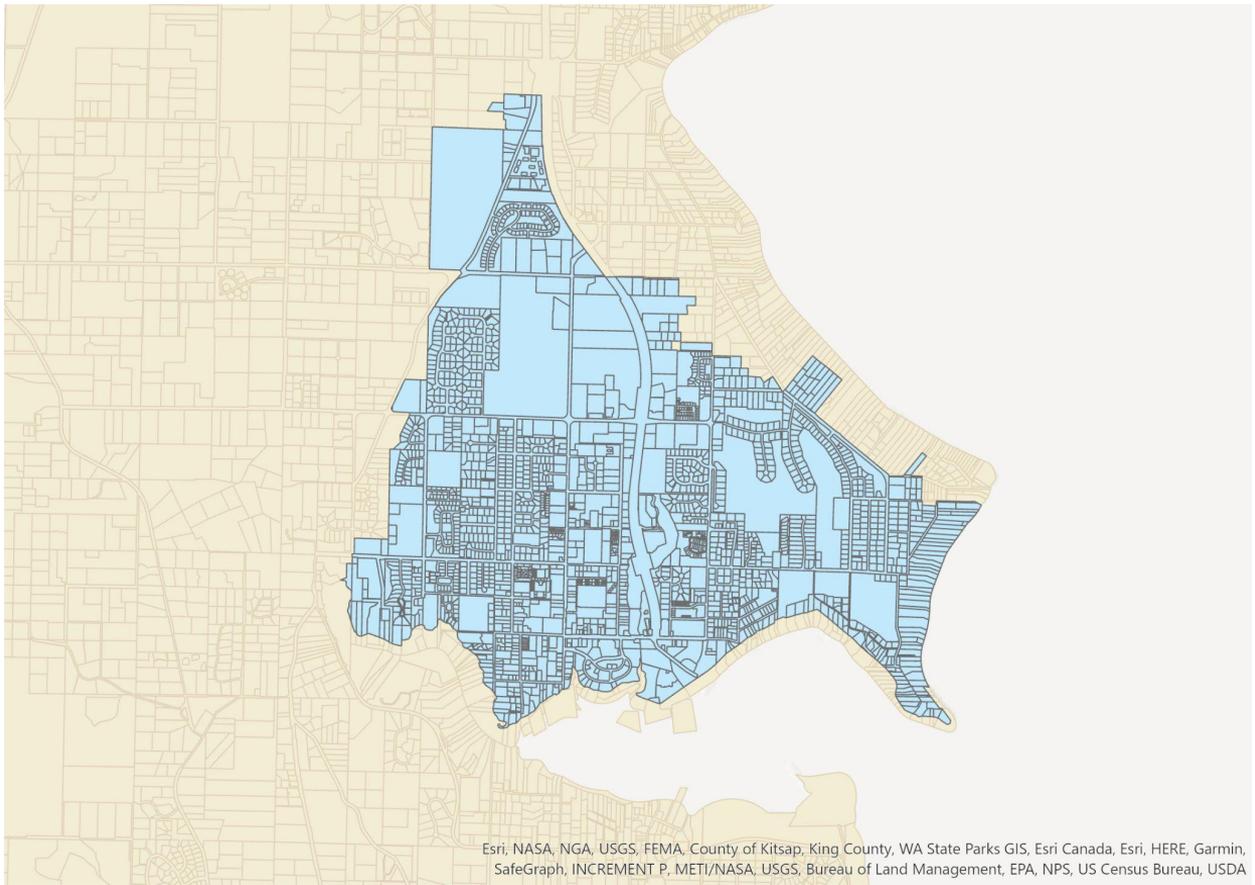


1992 Sewer Services Area Map

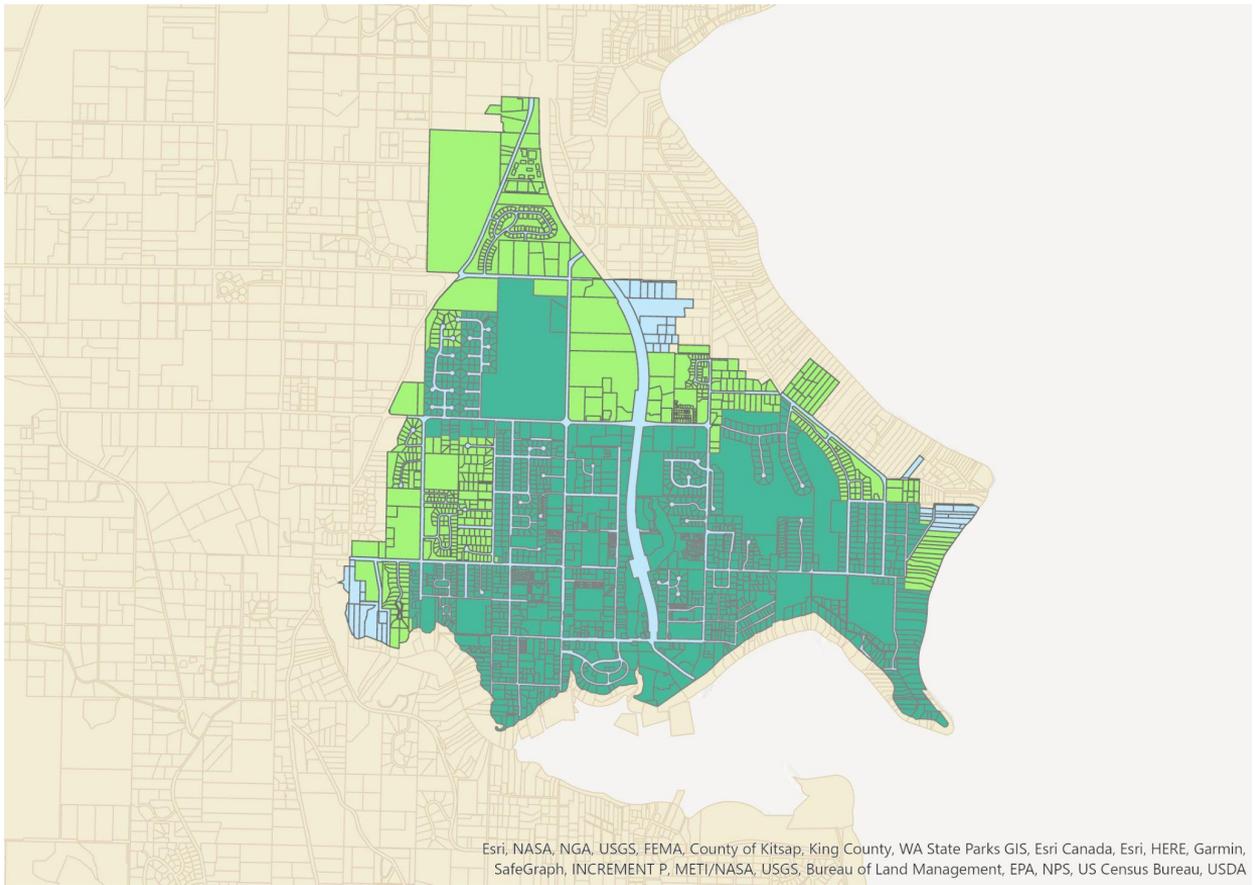


Esri, NASA, NGA, USGS, FEMA, County of Kitsap, King County, WA State Parks GIS, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

## 2015 Sewer Services Area Map



Current Sewer Services Area Map

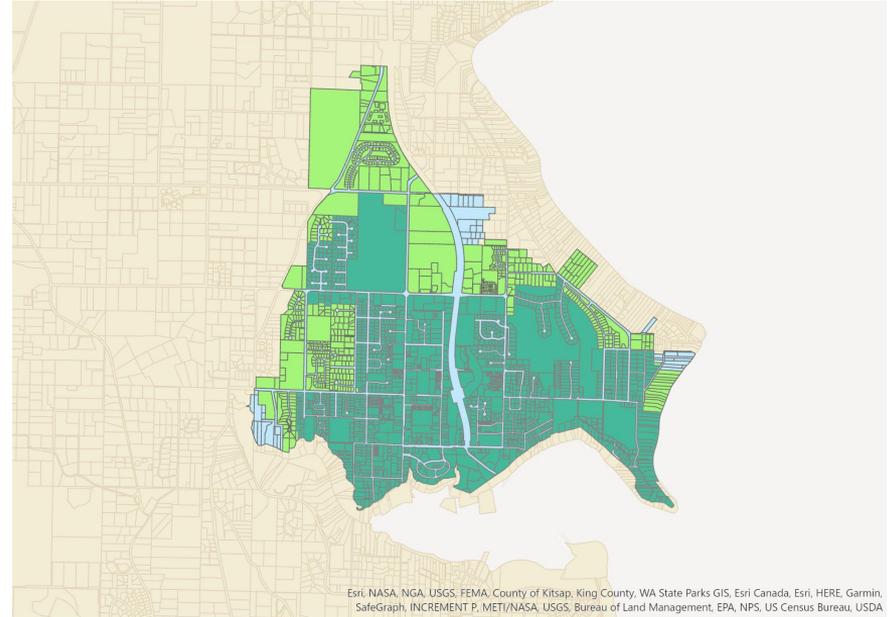


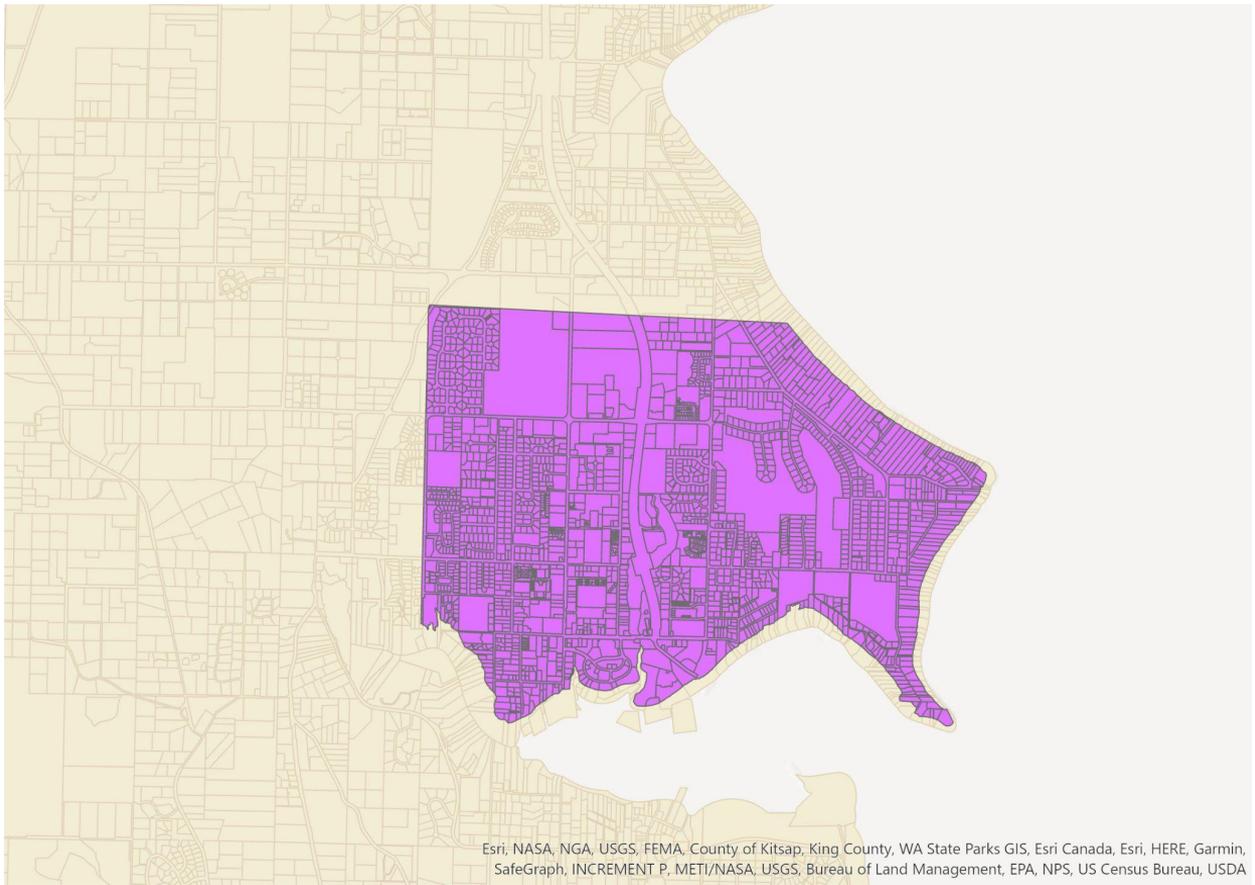
1992, 2015, and Current Sewer Services Area Overlapping Map

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## Sewer Services Evolution Summary

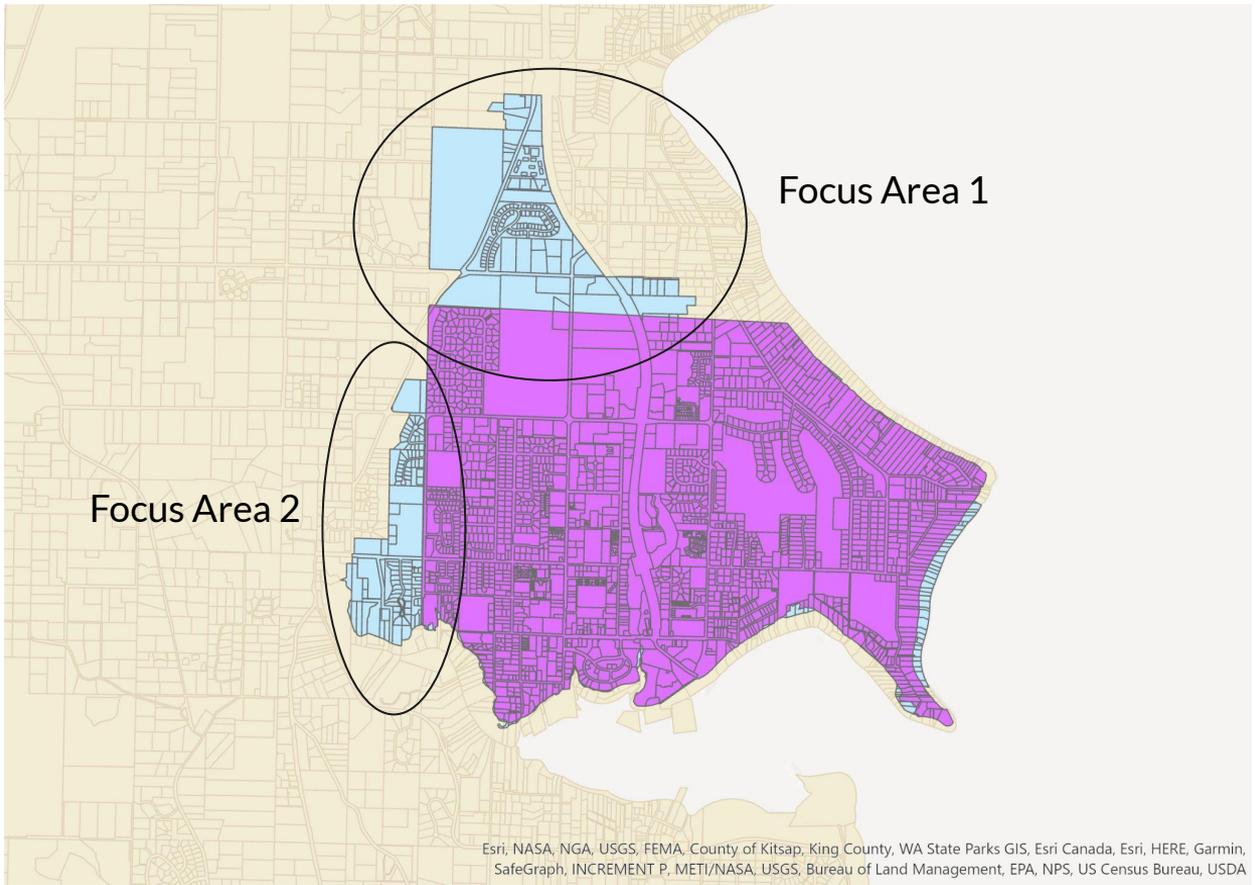
- 1992-2015: expansion to the Ferncliff neighborhood, Woodward Middle School, and Rotary Park along with the nearby residential area.
- 2015-current: expansion in the northeast, southeast, and southwest corners.



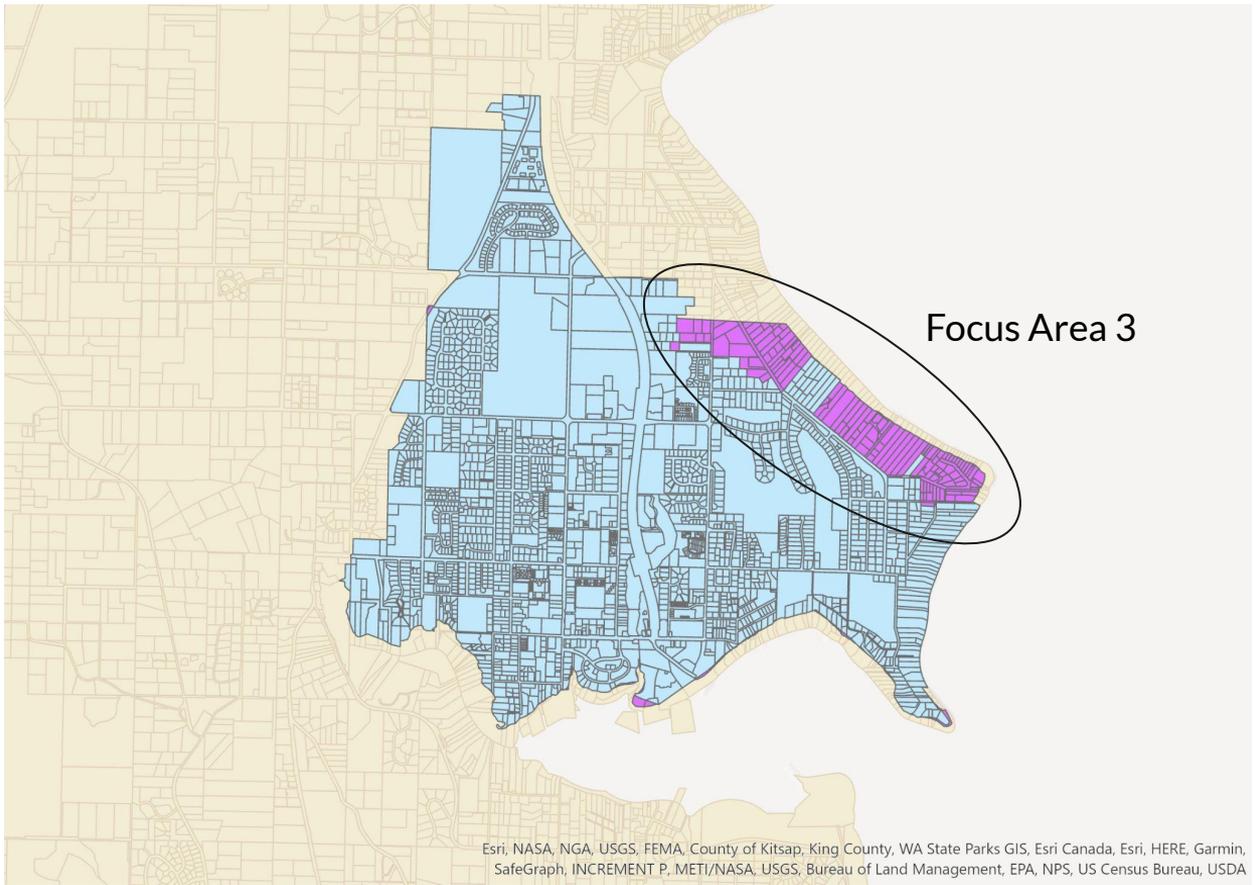


Esri, NASA, NGA, USGS, FEMA, County of Kitsap, King County, WA State Parks GIS, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

## Current Master Plan Area



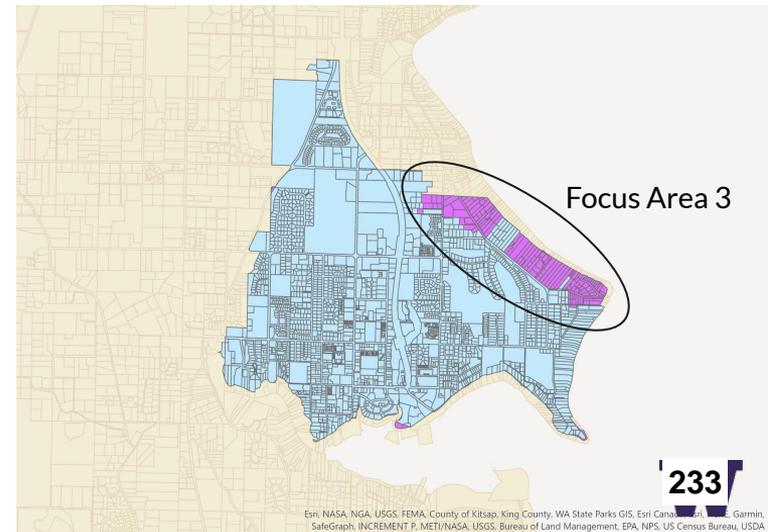
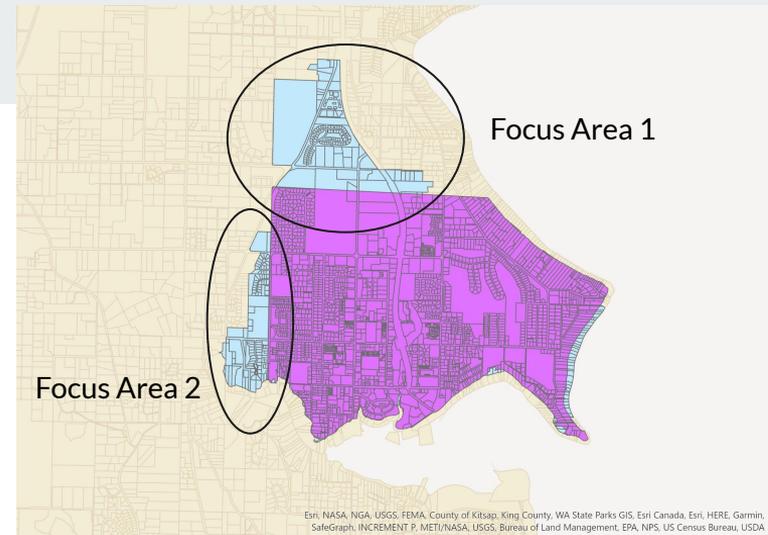
Master Plan Layer over Sewer Services Layer



Sewer Services Layer over Master Plan Layer

# Sewer & Master Plan Summary

- Focus Area 1: the Ferncliff Neighborhood
- Focus Area 2: expansion westward from Weaver Road
- Focus Area 3: the Yeomalt Neighborhood





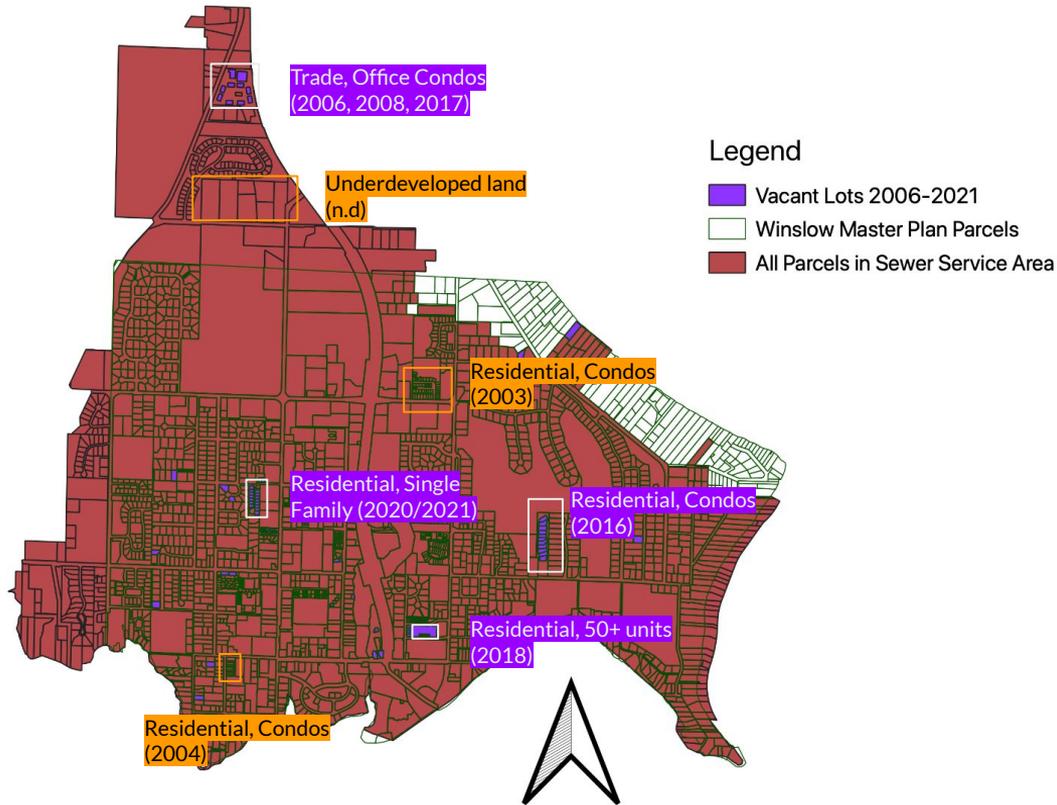
# Outcomes

## Density and Growth Analysis

People moving into Bainbridge per year

Year	Population	Growth Percentage
2017	23,689	0.479%
2018	24,060	1.56%
2019	24,486	1.77%
2020	24,825	1.38%
2021	24,930	.42%

# Vacant Lots in Winslow Sewer Service Area, 2006-2021



## Sewer Service Area

93% of lots are residential

95% of all residential lots are single family classification (390 lots)

62.5% of vacant lots are vacant as of 2020 and 2021 (55/88 lots)

## Master Plan Area

96% of lots are residential

95% of all residential lots single family classification (374 lots)

70% of vacant lots are vacant as of 2020 and 2021 (55/78 lots)



## Growth and Projection Data

- We want to calculate how many more people Winslow's current zoning can still hold.
- In order to do so, we divide the data we have into four parts:

	Mixed-Use Town Center	Residential Suburbs
Vacant	$\frac{(\text{Mixed-Use FAR} \times \text{Lot Area})}{(2 \times 832)}$	$\text{Household/Acre} \times \text{Lot Area} \times 2.53$
Non-Vacant	$\frac{(\text{Mixed-Use FAR} \times \text{Lot Area} - \text{Current Floor Area})}{(2 \times 832)}$	$(\text{Household/Acre} \times \text{Lot Area} \times 2.53) - (\text{Current Floor Area} / 832)$

\*In our calculation, only land with a landcode of urban residential, vacant, or common area is considered as potential residential areas.

### How much space is enough?

Average residential floor space per capita in ft<sup>2</sup>



Note: data for 2009 builds. \* China figures urban only, assumes average national household size  
Sources: CommSec, FBA, UN, US Census  
shrinkthatfootprint.com

\*We assume half of the Mixed-Use FAR is used as residential.

Characteristic	Average number of people per household
2020	2.53

	Mixed-Use Town Center	Residential Suburbs
Vacant	$\frac{(\text{Mixed-Use FAR} \times \text{Lot Area})}{(2 \times 832)}$	$\text{Household/Acre} \times \text{Lot Area} \times 2.53$
Non-Vacant	$\frac{(\text{Mixed-Use FAR} \times \text{Lot Area} - \text{Current Floor Area})}{(2 \times 832)}$	$(\text{Household/Acre} \times \text{Lot Area} \times 2.53) - (\text{Current Floor Area} / 832)$



## Remaining Carrying Capacity A

- If Winslow develops all the vacant lots and rebuild all the underdeveloped buildings according to the base mixed-use FAR or the residential density zoning, it may capable to hold around 5,000 more people.
- However, it is extremely unlikely to have every lot to be fully developed.

	Mixed-Use Town Center	Residential Suburbs	Total
Vacant	1,325	2,664	<b>4,076</b>
Non-Vacant	380	316	<b>987</b>
Total	<b>1,705</b>	<b>3,358</b>	<b>5,063</b>



## Remaining Carrying Capacity B

- Based on our calculations, a building in mixed-use town center averagely only takes **57.3%** of the base FAR, while a building in the residential suburban area only averagely take **40.7%** of the zoning.
- If the development intensity for all the vacant lots is consistent with before while all the underdeveloped lots being not rebuilt, Winslow Master Plan Area can only hold **less than 2,000 more people**.

	Mixed-Use Town Center	Residential Suburbs	Total
Vacant	759	1,084	<b>1,879</b>
Non-Vacant	-	-	-
Total	<b>759</b>	<b>1,120</b>	<b>1,879</b>



## Outcomes from an expanded master plan area

- Expansion is parallel to the increasing population of Bainbridge Island
- Reduce discrepancies between sewer boundary and the master plan
- Increased community involvement
- Creating a more equitable and sustainable community through controlled growth and opportunities
- Generates more tax money



## Conclusions

1. The expansion of the Winslow Master Plan Area is lagging behind the expansion of sewer and water services, especially in the northward and westward directions.
2. The current zoning of the Winslow Master Plan Area does not provide sufficient space for future population growth.

It is necessary to expand the scope of the Winslow Master Plan and it should encompass and even exceed the existing sewer service area. In addition, in order to increase the carrying capacity of the core area of the Bainbridge Island, Downtown Winslow needs to be up-zoned with its FAR raised.



## Thank You...

Jennifer Sutton, Mark Epstein, and Chris Munter

Jess Zimbabwe and Katie Cote

UW Livable City Year

Bainbridge Island City Council and the Planning Commission



# WINSLOW MASTER PLAN ANALYSIS

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AN ANALYSIS BY

**BARBS MENDEZ**  
**ZIPEI WANG**  
**TALIA KERTSMAN**  
**FANGNUO TAO**  
**JINFAN HUANG**  
**NOAH NEUBAUER**  
**JEFFERY JOHNSON**

UNIVERSITY OF WASHINGTON  
**COMMUNITY, ENVIRONMENT,  
AND PLANNING (CEP) 460 |  
PLANNING IN CONTEXT**

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# EXECUTIVE SUMMARY

## OVERVIEW

The Winslow master plan analysis critically explored data, maps, and previous research findings to understand the future projections of Winslow's growth. Winslow's population has increased dramatically over the past 5 years, causing a need for growth accommodation. While Winslow's city council and community want to preserve the current state of the low density, small town atmosphere of Winslow, there is a pressing need for development to accustom to the social and economic needs of the town.

## HISTORICAL CONTEXT

The history of Bainbridge Island dates back thousands of years to the Indigenous people that lived on all the lands of the Puget Sound. The Suquamish were the largest tribe in the area when Captain George Vancouver, an English explorer, arrived on the island in 1792. Because of its unique location in the Puget Sound, Bainbridge island soon became a military stronghold. Navy Fort Ward was a former United States Army coastal artillery base, and later, a Navy installation was located on the southwest side of Bainbridge Island. In 1938, the U.S. navy took over Fort Ward as a great access point for listening to Japanese signals. The Japanese Americans, who came to the island around the early 20th century, experienced unjust internment during World War II after decades of struggle as well as their contribution to the island's economic prosperity and cultural diversity. In 1991, a vote passed the proposal of annexation of the whole island into the City of Winslow. The island has grown immensely in the last 10 years with the addition of a few schools, new businesses, and green infrastructure.

## **OBJECTIVES**

The goals of the analysis were to examine sewer and water service boundaries in the town, identify sidewalks pathways, provide calculations for building types and population growth over recent years, and cultivate maps that show development trends. These findings from the analysis will provide the foundation necessary for Winslow's planning department to further build a plan that caters to the current and future growth of the town.

## **METHODS AND FINDINGS**

After months of research, our analysis of Winslow provided us with thorough findings regarding the development and arrangement of the downtown area. With the residential and commercial districts as well as strong environmental landscape, Winslow's unique layout provides a space for land preservation while still being able to accommodate potential growth. The downtown area serves as a pedestrian-centric space, which is where most built sidewalks are found. Moving into the residential areas within the master plan boundaries there is a significant lack of sidewalks on both or one side of the road, especially on major roads near the high school. After identifying historical water and sewer boundaries, findings prove that while most of the boundary aligns there are a few areas in the southeast quadrant that the sewer service is not apparent. Further analysis of Winslow's population trends over the past 5 years provides data that proves the need for growth accommodation in residential and commercial buildings.

# INTRODUCTION

Just west of Seattle is Bainbridge Island, a historic city originally inhabited by indigenous peoples dating back to the 18th century. Once used as an agricultural and logging site in the early 1900's, Bainbridge Island has since transformed into a connected community with Winslow serving as its lively downtown center. Winslow's development can be traced back to Bainbridge's 1960 comprehensive plan, outlining the socioeconomic and environmental goals for the town.

Winslow has since grown significantly, causing a need for an analysis to accommodate future growth of the town. Our objectives for this quarter were to utilize research, mapping, and data analysis strategies to identify development trends and project growth trends that will accommodate the future of Winslow's economic, social, and environmental challenges. We examined sewer and water services through text and maps to understand boundary differences, established sidewalk locations, identified population density of projected growth needs, analyzed data from previous plans to develop a series of maps that reflect development trends.

# PURPOSE AND SCOPE

The Winslow Master Plan Analysis is aimed to provide foundational information for the Planning Department of Winslow and Bainbridge Island to analyze the economic and social development in recent years and understand the needs based on the growth. To further explore and understand the current situation of the Winslow study area, our team is divided into two main parts -- sewer service and connectivity as well as density and growth analysis -- to thoroughly analyze the current social, economic, and environmental condition of the Winslow study area.

By Week 5, our team was working on background research and existing data analysis. We divided the historical research into three-year sections and synthesized it into our Team History and Context Essay. We also researched the sewerage plan and transportation of the Winslow-issued area. After midterm, our team was divided into two subteams -- density and growth analysis team, and a sewer and transportation team. We worked on mapping, calculation, data analysis, and compiled them with our observation and existing plans. For the final deliverables, we synthesized everything in this final report with our observations, findings, and final conclusion.

Basic principles of the relationship between sewer services and urban development have significant implications for a city's comprehensive planning process. High expenses of expanding sewer services mean that places with sewer infrastructure ought to have the highest priority for growth. In Bainbridge Island, the updates of the Winslow Master Plan area are lagging behind the expansion of the sewer system since the annexation in 1991, and it has resulted in the current discrepancy of the Master Plan boundaries and sewer system boundaries. By knowing the evolution of the Winslow Sewer Services boundaries, the City will be able to comprehend the trends and criteria of sewer service expansion and plan for the Master Plan updates accordingly, so that the existing sewer system could achieve their maximum utilization.

Based on the analysis of the population growth, sewer boundary service, as well as the FAR calculation of the existing study area, our team compared our findings to the historical development and assessed the future development that upzoning and the expansion of the Winslow Master Plan study area are required to fit the development trend. To conclude, our whole purpose is to synthesize our findings to analyze the existing development trends, thereby redefining the next iteration of the Winslow Master Plan Study Area.

---

# AUDIENCE AND CLIENT

Our client is the City of Bainbridge Island's Planning and Community Development Department. The planning decisions made using our team's findings will impact Winslow residents, business owners, City council, the planning department, and future residents.

These stakeholders define the scope of our work, and each of these stakeholder groups must be included in conversations about future development and increased density in order to foster trusting relationships between community members and government entities.

# PROCESS AND METHODOLOGY

Our project objectives were to use research, mapping, and data analysis strategies to understand development trends in the Winslow area and project growth trends to ensure future development responds to increasing population density and adapting to environmental, social, and economic challenges. Our methods cover two specific issue areas; Sewer Service and Connectivity Analysis and Density and Growth Analysis.

## **RESEARCH: "SITE" VISIT**

We started our project by visiting the Winslow subarea of Bainbridge Island. Our walking tour of the area helped us learn about growth over time, contemporary challenges, and community assets. Our visit gave us valuable context for why our work was important for supporting planners' effort to expand density and adapt the Master Plan to accommodate growth and sustainability efforts specifically outlined in the region's Vision 2050 plan.

## **RESEARCH: HISTORY AND CONTEXT**

The next phase of research consisted of background research of sewer service boundaries and the cultural and economic history of the area. This stage of the process grounded the calculations we did later on and our general analysis of growth because we had foundational knowledge of what trends have occurred over time. For example, understanding how the sewer boundaries have expanded over time contextualises where growth was planned and what stakeholders were accounted for, so moving forward we see potential for the master plan boundary to be expanded to match the sewer boundary to account for the development.

## **COMMUNICATION PROCESS: CLIENT AND TEAM MEETINGS**

Throughout the quarter we met with our client a few times to check in on our progress and get questions answered about our deliverables and their expectations. Overall our work was very self-directed and our client was helpful when we reached out for help. Talia was specifically in close contact with Gretchen, their GIS Specialist, making sure that we had all of our necessary data sources and technical questions answered. We did not need to conduct any outreach or create outward-facing materials, so our communications remained internal and less frequent. One key obstacle we faced was when our main point-of-contact changed halfway through the quarter, so we had to restart communication at that moment.

## **EXECUTING SEWER SERVICE AND CONNECTIVITY ANALYSIS**

Executing the sewer service and connectivity analysis required three different components:

- Use government documents and comprehensive plans to identify various sewer system boundaries since the 1990s.
- Use GIS to show overlays between the sewage system and master plan boundary today and deduce potential options for expanding the master plan boundary to match the sewerage boundary. We also identified various assets in each focus area to determine where the best master plan boundary expansion could be.
- Use Google Earth to illustrate the presence of sidewalks in Winslow. Connectivity is integral to increasing a sense of community and walkability. Google Earth was a useful tool because getting to and from Bainbridge Island takes a large amount of time, so we were able to “walk” the streets instead to observe where sidewalks are or are not present.

All findings and relevant maps are shared in the Results section of the report.

## **EXECUTING DENSITY AND GROWTH ANALYSIS**

Various stakeholders including City Council, the Planning Department, and Winslow residents are at the center of growth management conversations. Balancing competing desires such as wanting to accommodate growth while wanting to preserve a small town charm has caused tension between stakeholders and put many development projects on hold. There are economic and social implications for, for example, increasing the FAR in commercial areas and increasing building heights, so in order to justify these policy changes it’s important to understand growth trends over time and how they are expected to progress.

It’s also important that any development be executed with a long term vision of environmental sustainability. Vision 2050 is a regional plan for promoting environmentally sustainable economic growth and infrastructure development while overall improving quality of life for Puget Sound residents. Growth management must center environmental sustainability in order to have long term relevance, and our work will hopefully allow the city to make development decisions both based on the development potential of currently vacant or underdeveloped lots and a long term environmental vision for sustainability.

**Executing the density and growth analysis required three different components:**

- Use GIS to map development between 1994 and 2021. All of our data came from the City of Bainbridge Island. We created various maps to show both lot vacancies and development trends for various years both within the master plan study area and sewer service area.
- Used excel to create a summary table for lots (both developed and vacant) between 2006 and 2021. The master plan boundary was last updated in 2007, so we wanted to get a general sense for when lots were developed in this time period. This table also allowed us to identify any differences between lots in the master plan and sewer service area and those that are just in the sewer service area. To do this we used the “select by expression” tool in QGIS to document the number of lots that fall onto each general classification category or zoning category.
- Created a formula in excel to calculate the development potential for vacant or underdeveloped lots, specifically those classified as residential. Specifically, we will use population and land data analysis to measure how much population Winslow Community's existing zoning can still carry, i.e., remaining carrying capacity. We will use the result of growth analysis to support our conclusion about whether the scope of the Winslow Master Plan should be expanded.

All findings, tables, and relevant maps are shared in the Results section of the report.

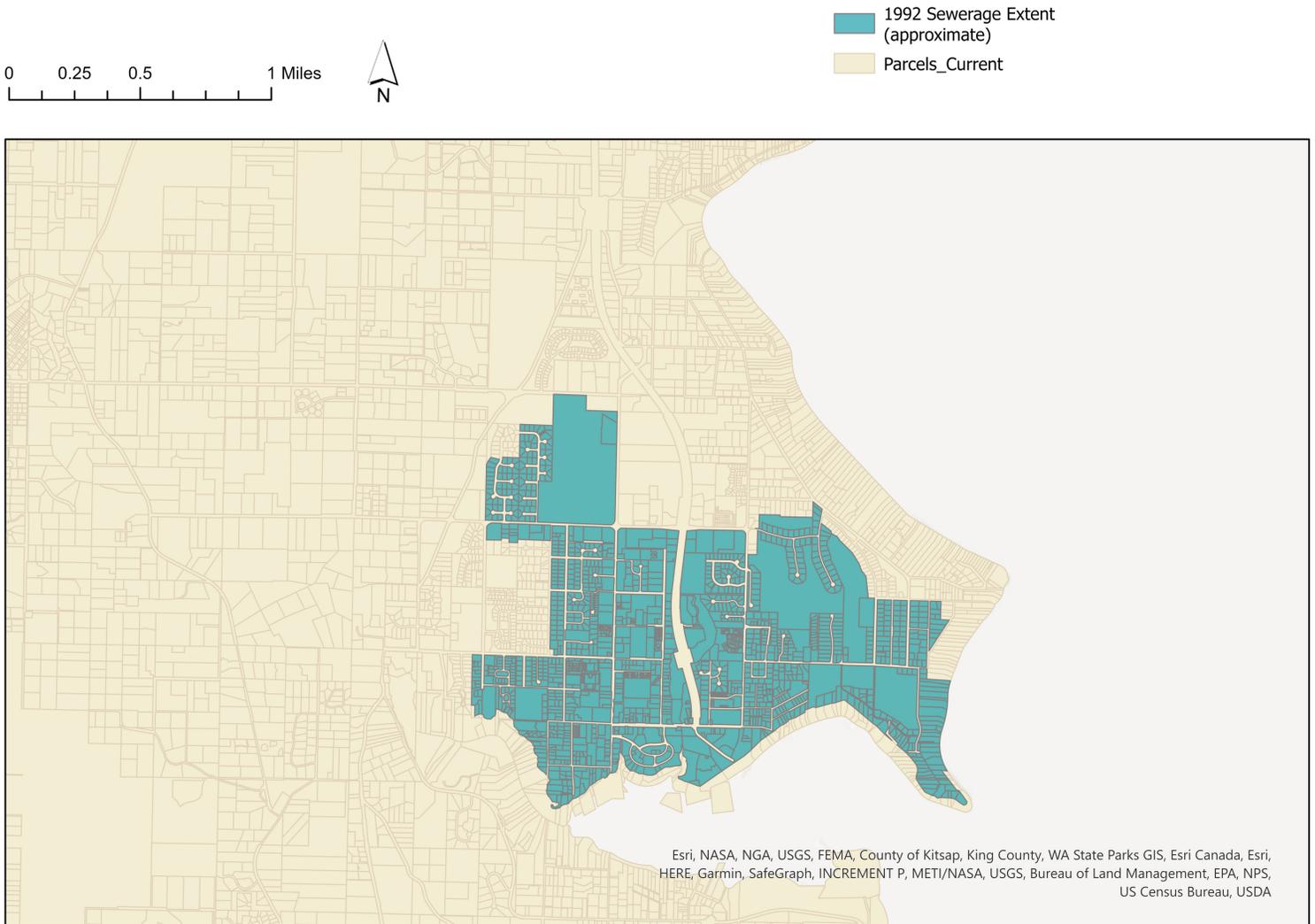
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# **RESULTS AND RECOMMENDATIONS FOR FUTURE DEVELOPMENT**

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# SEWER SERVICE

## 1992 Winslow Sewer Services Extent Map



*Fig. 1. 1992 Winslow Sewer Services Extent Map*

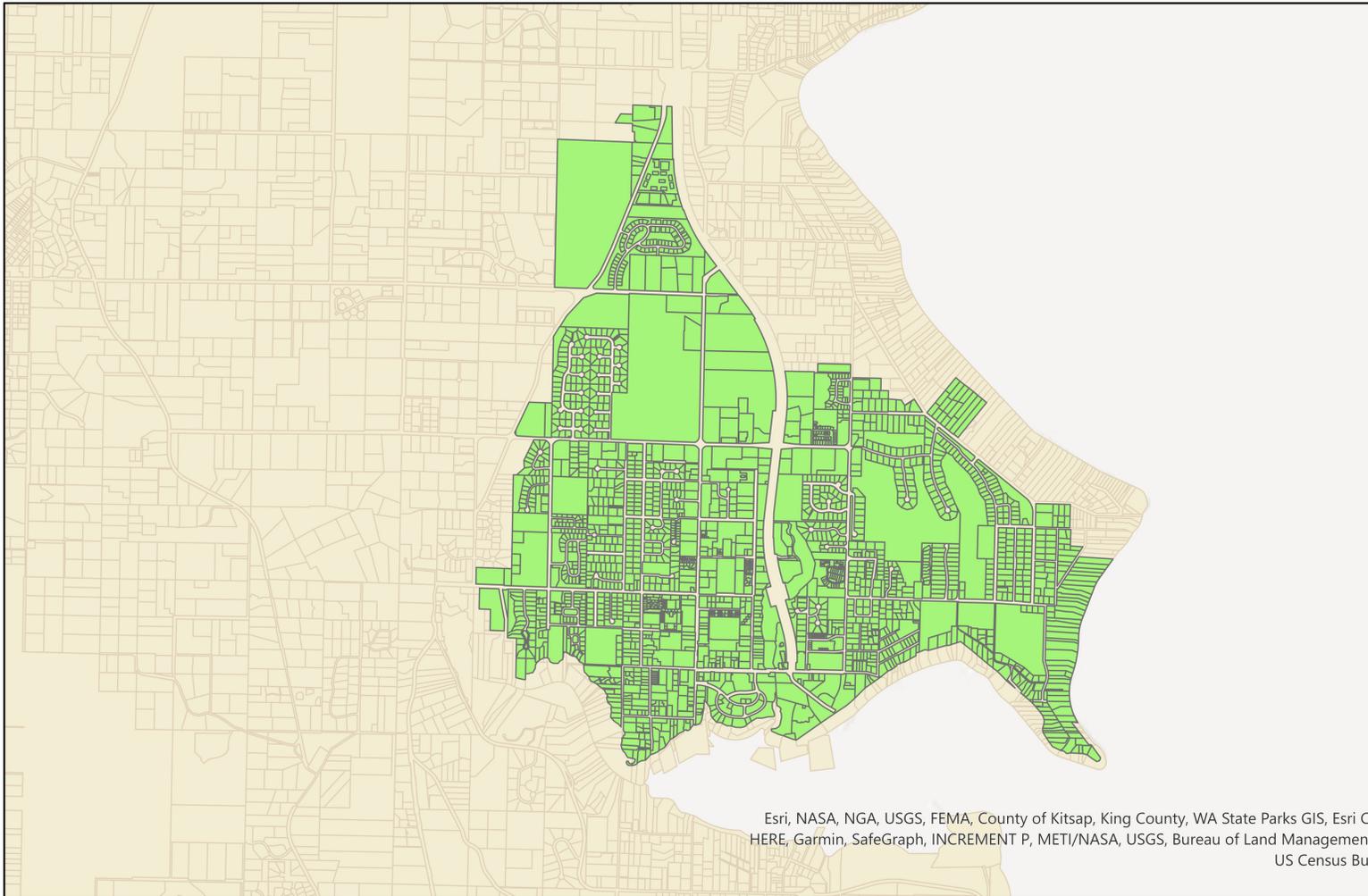
The 1992 Winslow Sewer Services extended basically to the boundaries of the historic Winslow area excluding the Rotary Park and the nearby area, with an addition of the Bainbridge High School.

# 2015 Winslow Sewer Services Extent Map

## Legend

- 2015 Sewerage Extent
- Parcels\_Current

0 0.25 0.5 1 Miles



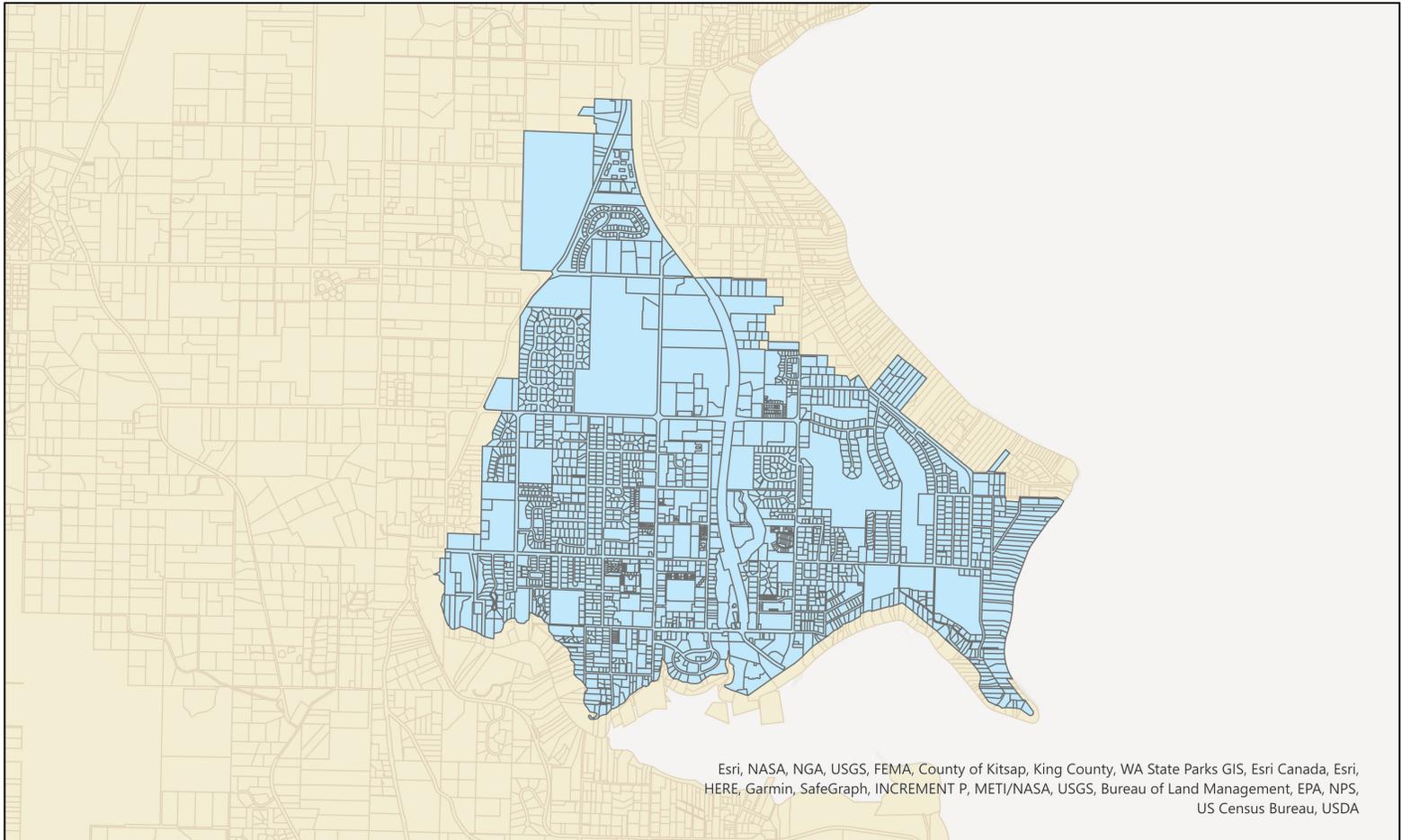
*Fig. 2. 2015 Winslow Sewer Services Extent Map*

The 2015 Winslow Sewer Services expanded northward from High School Road to Woodward Middle School and westward to Sportsman Club Road.

# 2021 Winslow Sewer Services Extent Map

## Legend

- 2021 Sewerage Extent
- Parcels\_Current



Esri, NASA, NGA, USGS, FEMA, County of Kitsap, King County, WA State Parks GIS, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

*Fig. 3. 2021 Winslow Sewer Services Extent Map*

The 2021 Winslow Sewer Services expanded in the northeast, southeast, and southwest corners.

# Winslow Sewer Services Expansion Since 2015

## Legend

- 2015 Sewerage Extent
- Parcels\_Current
- Expansion Since 2015

0 0.25 0.5 1 Miles

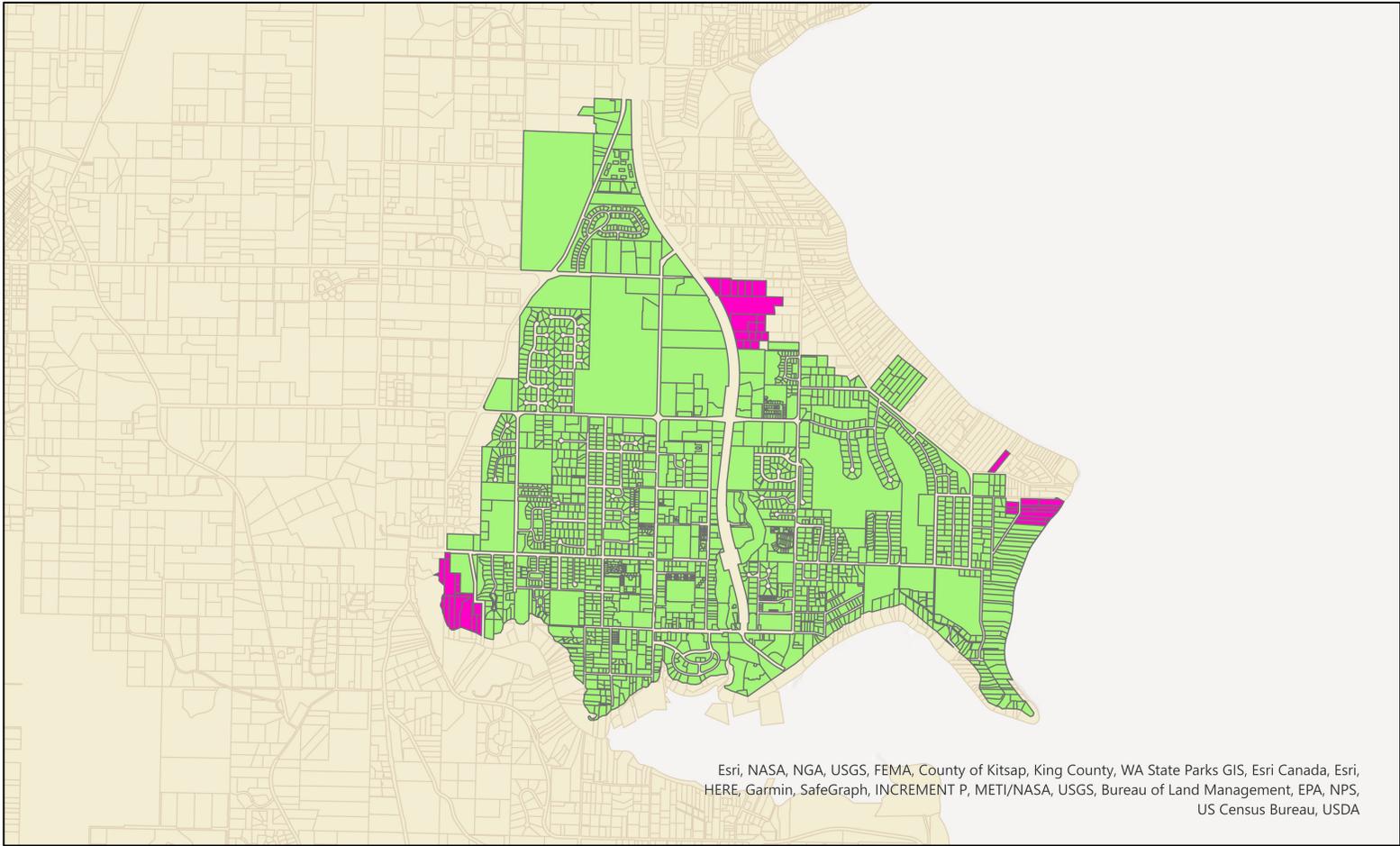


Fig. 4. Winslow Sewer Services Expansion Since 2015

# 1992, 2015 and 2021 Winslow Sewer Services Extents Map



## Legend

- 1992 Sewerage Extent (approximate)
- 2015 Sewerage Extent
- 2021 Sewerage Extent
- Parcels\_Current

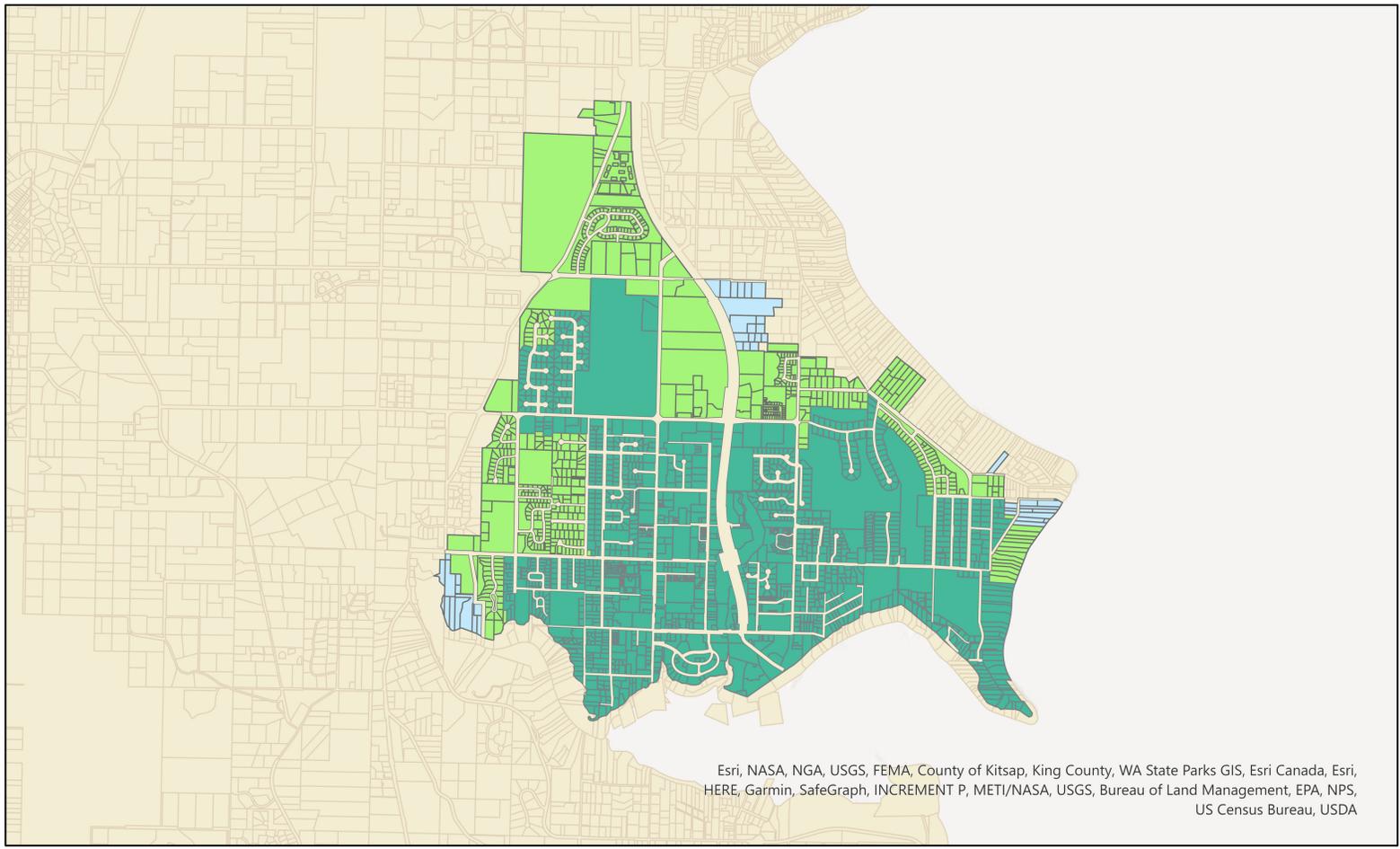


Fig. 5. 1992, 2015, and 2021 Winslow Sewer Services Extents Map

### Evolutions of the Winslow Sewer Services Summary:

1992-2015: expansion to the Ferncliff neighborhood, Woodward Middle School, and Rotary Park along with the nearby residential area.

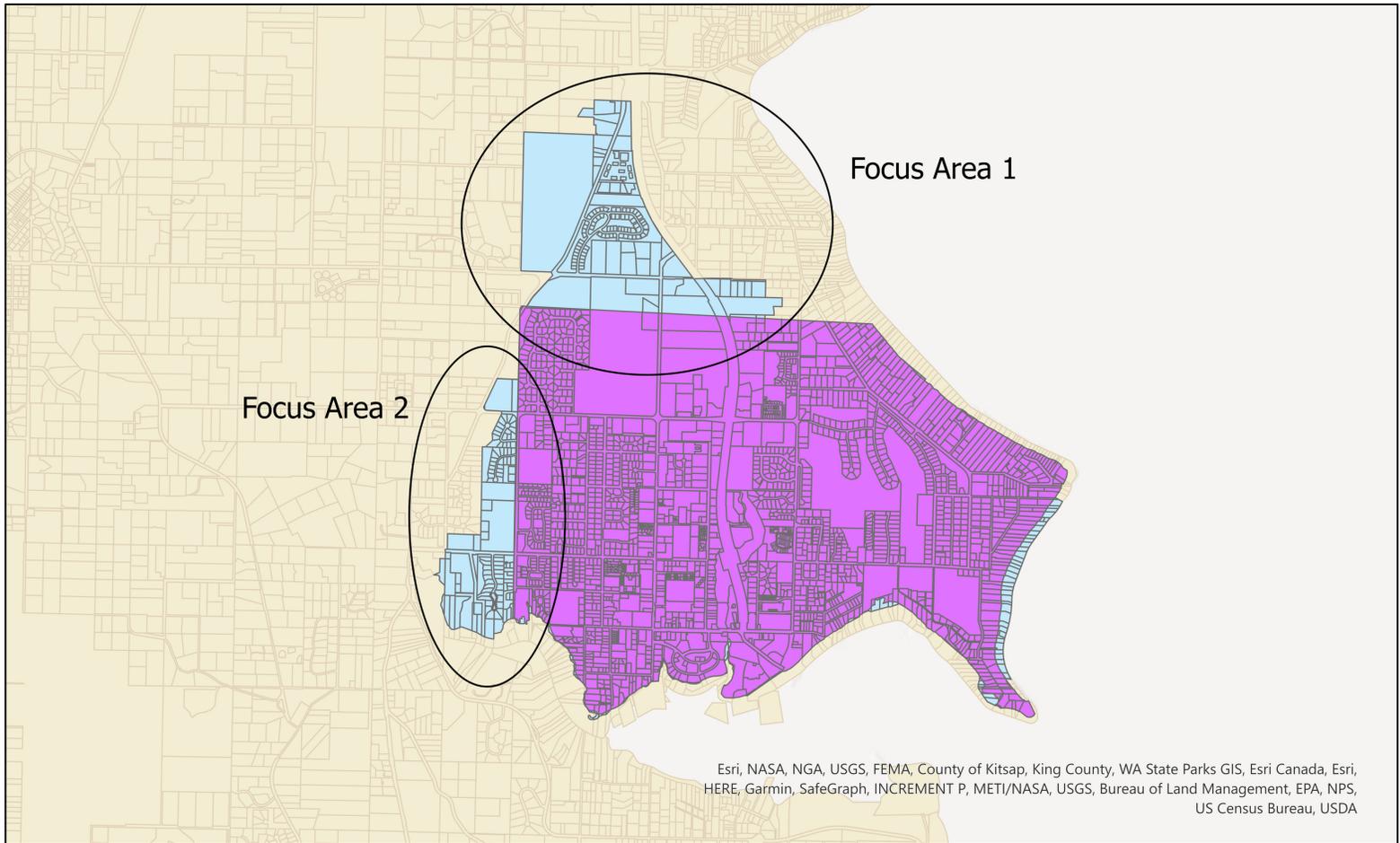
2015-2021: expansion in the northeast, southeast, and southwest corners.

# Winslow Master Plan Area Overlaying 2021 Winslow Sewer Services Extent

## Legend

- Winslow Master Plan Area
- 2021 Sewerage Extent
- Parcels\_Current

0 0.25 0.5 1 Miles



Esri, NASA, NGA, USGS, FEMA, County of Kitsap, King County, WA State Parks GIS, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

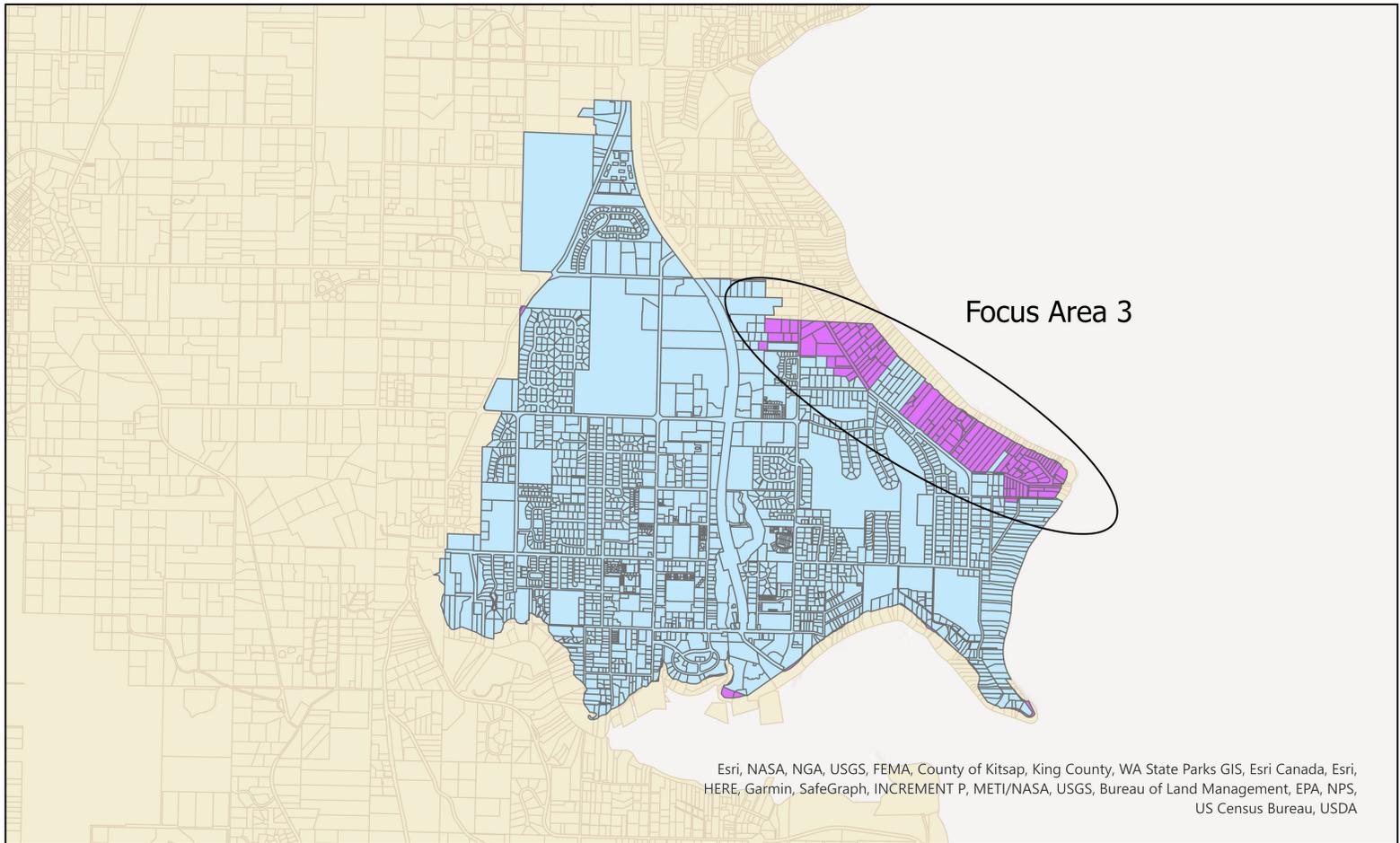
Fig. 6. Winslow Master Plan Area Overlaying 2021 Winslow Sewer Services Extent

# 2021 Winslow Sewer Services Extent Overlaying Winslow Master Plan Area

## Legend

- Winslow Master Plan Area
- 2021 Sewerage Extent
- Parcels\_Current

0 0.25 0.5 1 Miles



Esri, NASA, NGA, USGS, FEMA, County of Kitsap, King County, WA State Parks GIS, Esri Canada, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

Fig. 7. 2021 Winslow Sewer Services Extent Overlaying Winslow Master Plan Area

## Focus Area 1 Land Use Classification Map

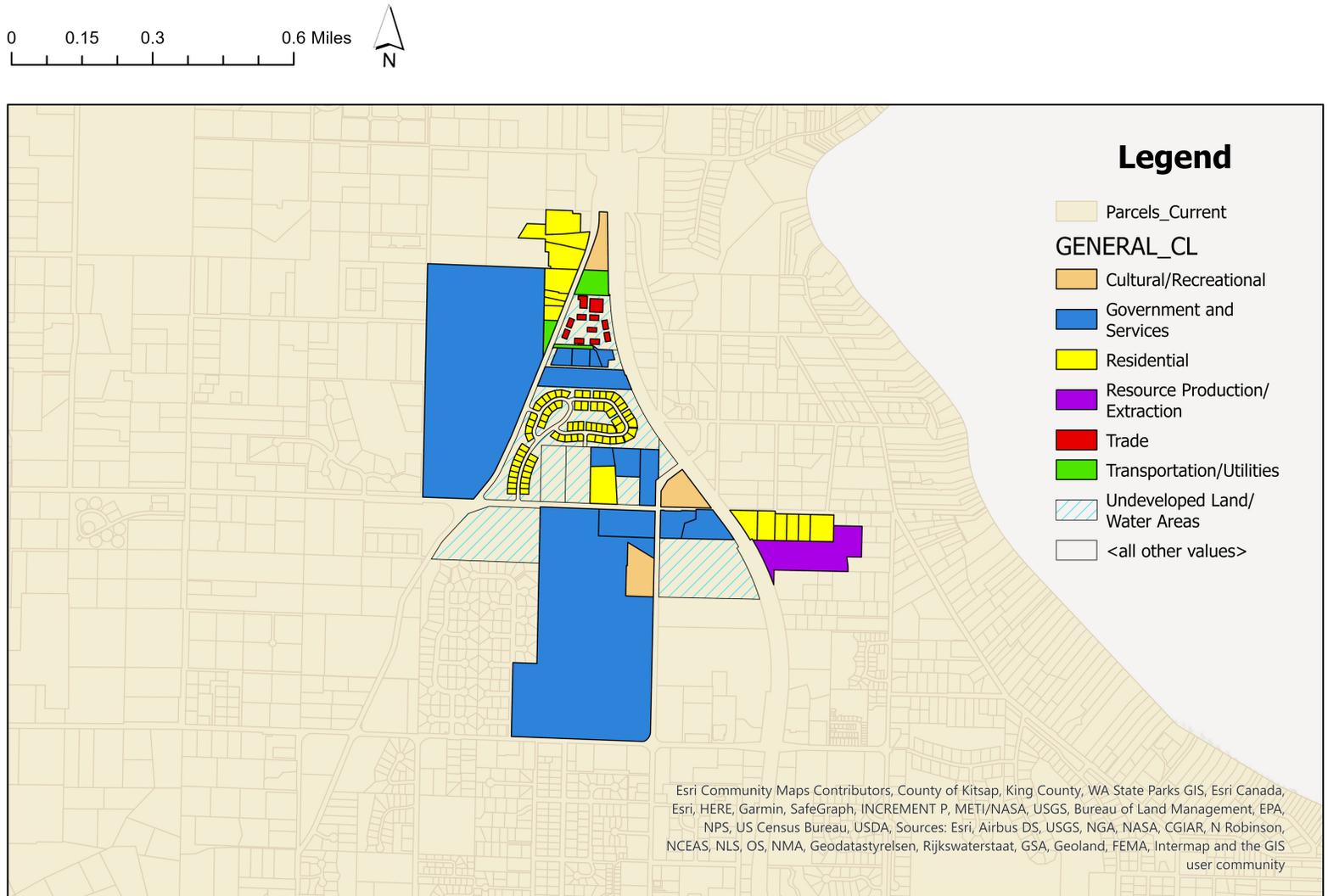


Fig. 8. Focus Area 1 Land Use Classification Map

### MAJOR ASSETS IN FOCUS AREA 1

- Bainbridge High School
- Woodward Middle School
- Coppertop Park Business Complex
- Reliable Storage - Bainbridge Island
- Madrona House (assisted living facility)
- The Church of Jesus Christ of Latter-day Saints
- Bainbridge First Baptist Church
- Kitsap County Fire District 2
- Bainbridge Artisan Resource Network
- Bainbridge Self Storage
- Island Church

## Focus Area 2 Land Use Classification Map

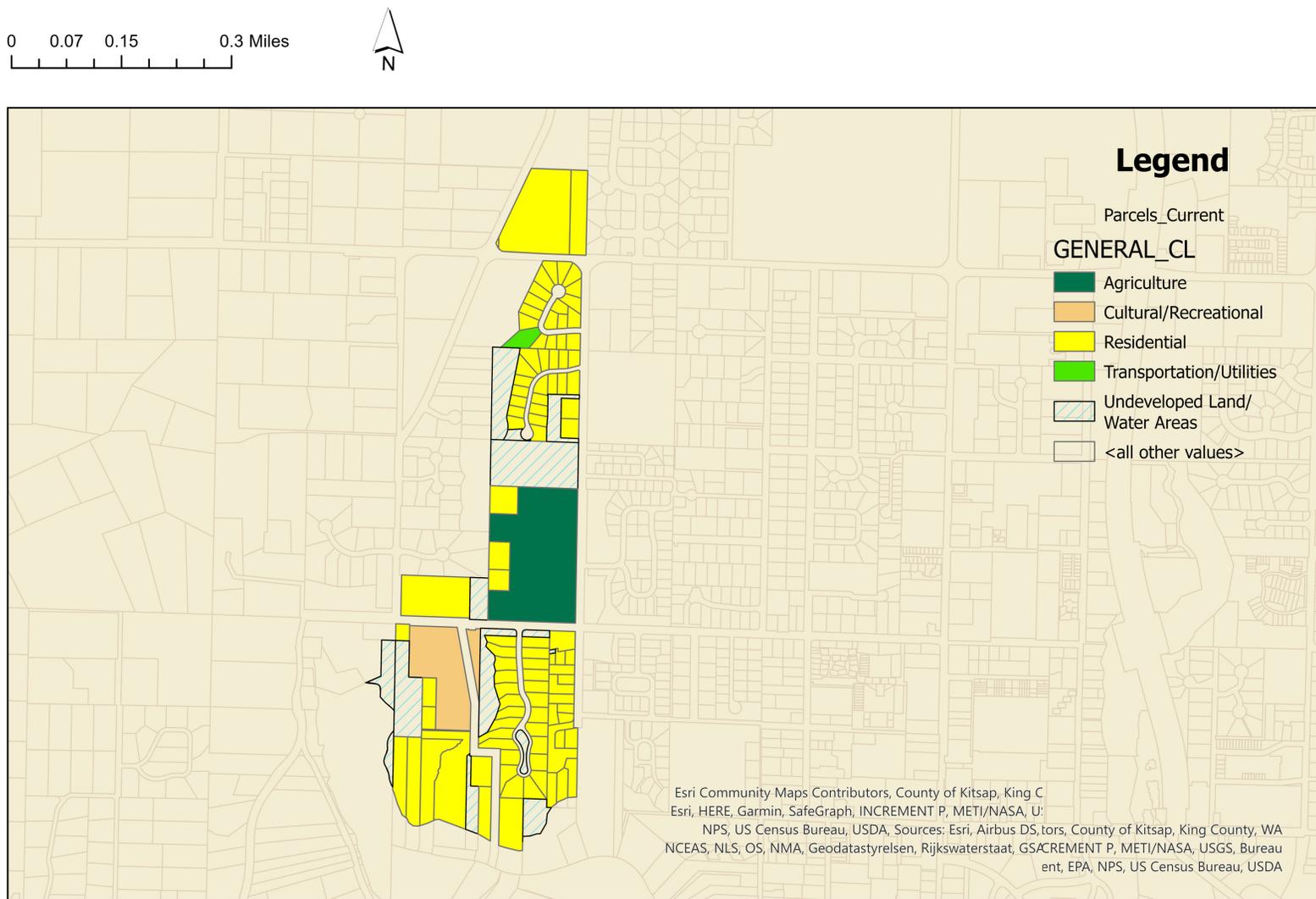


Fig. 9. Focus Area 2 Land Use Classification Map

### MAJOR ASSETS IN FOCUS AREA 2

St. Barnabas Episcopal Church

## Focus Area 3 Land Use Classification Map

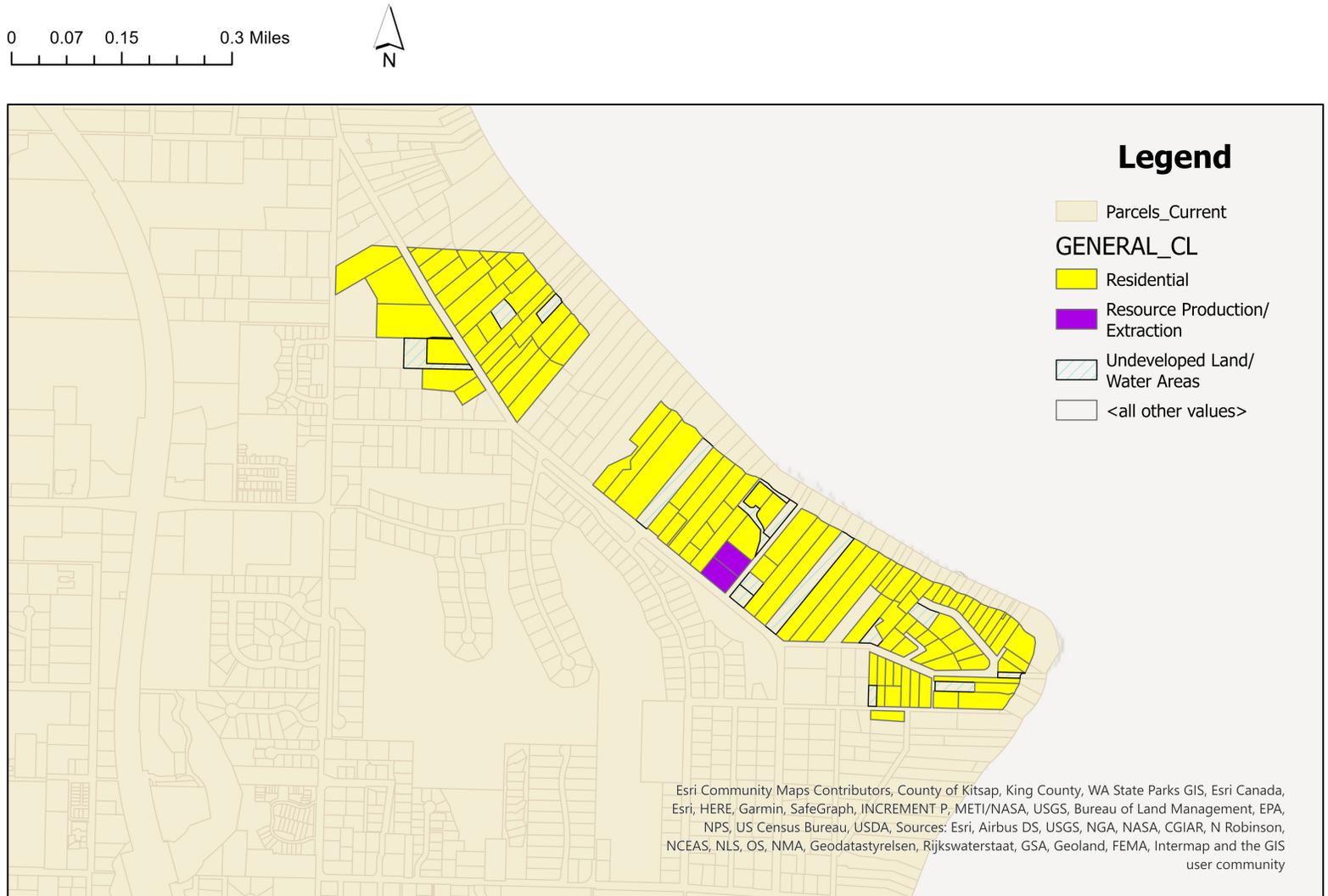


Fig. 10. Focus Area 3 Land Use Classification Map

### MAJOR ASSETS IN FOCUS AREA 3

(Omitted)

# CONNECTIVITY

## Presence of Sidewalks in Winslow, Bainbridge Island



Date: November 8th 2021  
Map Author: UW CEP 460 Team

This map uses 2020 Google Street View imagery to indicate roads in Winslow that either have sidewalks on both sides of the road, one side, or not at all. Google Street View does not have imagery from certain streets that are, for example, long private driveways or within some shopping centers or hotel complexes. Sidewalks have been defined as paved path separate from the road by a curb.

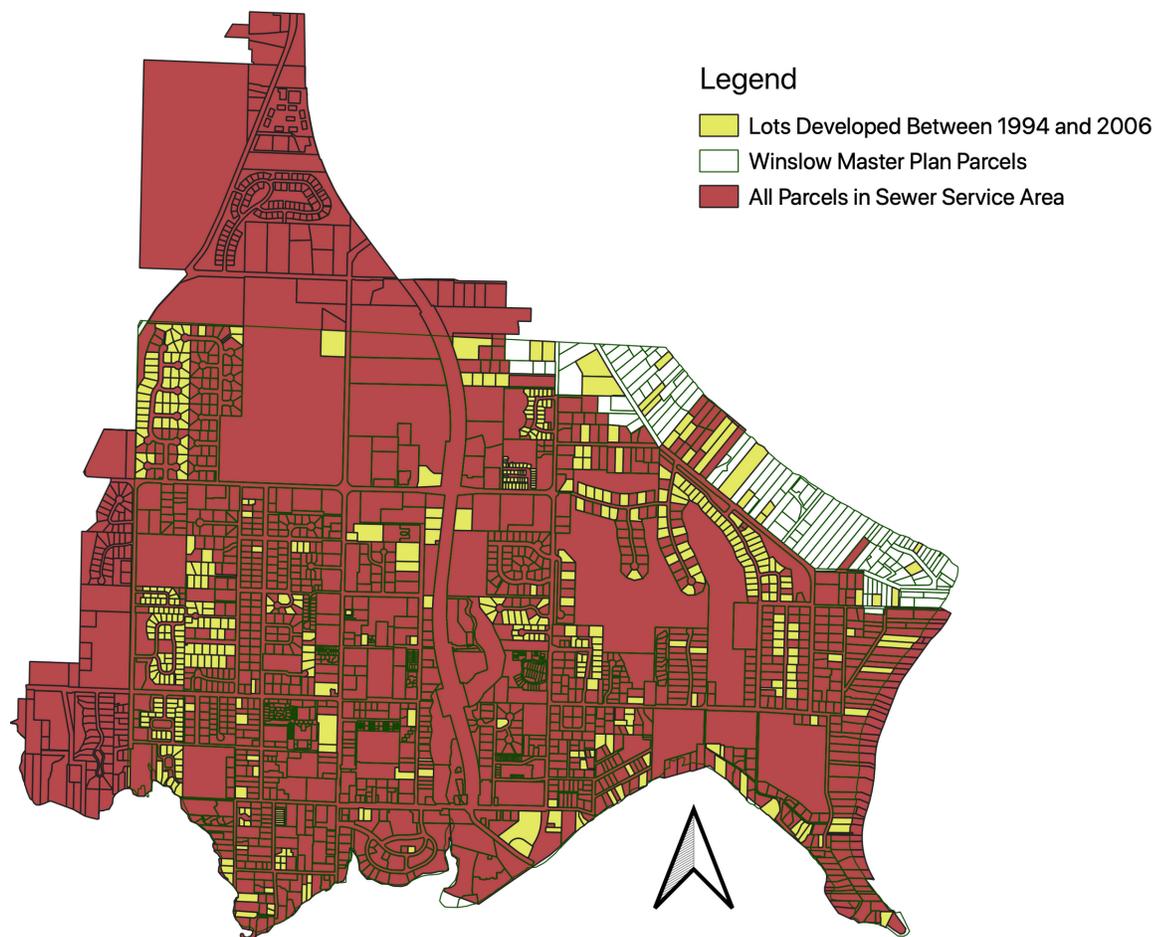
Fig. 11. Presence of Sidewalks in Winslow, Bainbridge Island

According to the City's Comprehensive Plan and Island-Wide Transportation Map, the City has a very diverse transportation system, however, the current transportation system in place is still designed around motor vehicles with SR 305 and the ferry system as the “backbone.” For now, the City is aiming to create a more pedestrian- and bicyclist-friendly transportation system to alleviate existing transportation problems such as traffic congestion. Our team started out at Heather's request to analyze the transportation system of the City of Bainbridge Island, and although this is no longer an important part of our mission at this time, we have since discovered that the transportation system is inextricably linked to the future growth of Winslow Community. First, the roads serve as dividing lines in the city and help us to define the scope of our study in this case. Second, people's travel habits determine the carrying capacity of the existing transportation system. On Bainbridge Island, where public transportation and non-motorized systems are not very well developed, the reliance on automobiles may also hinder the further development of Winslow since the carrying capacity of SR 305 is limited. In conclusion, the study of the transportation system remains extremely meaningful for our project.

From this map (Figure 11) we learn that the Winslow area is a very car-centered environment. Most streets that have sidewalks on both sides are major roads with heavier traffic while side streets or the dead-end streets with homes on them are more likely to have a sidewalk on one side or none at all. This lack of connectivity and accessible sidewalks right outside homes decreases the walkability of the area and incentivizes using a car to go anywhere. The Winslow subarea is overall a very “human scale” environment, and adding more sidewalks in strictly residential areas will make streets safer for pedestrians and also open up conversations about, for example, adding identifiable bike lanes increases safety and promotes other forms of transportation.

# DENSITY AND GROWTH ANALYSIS

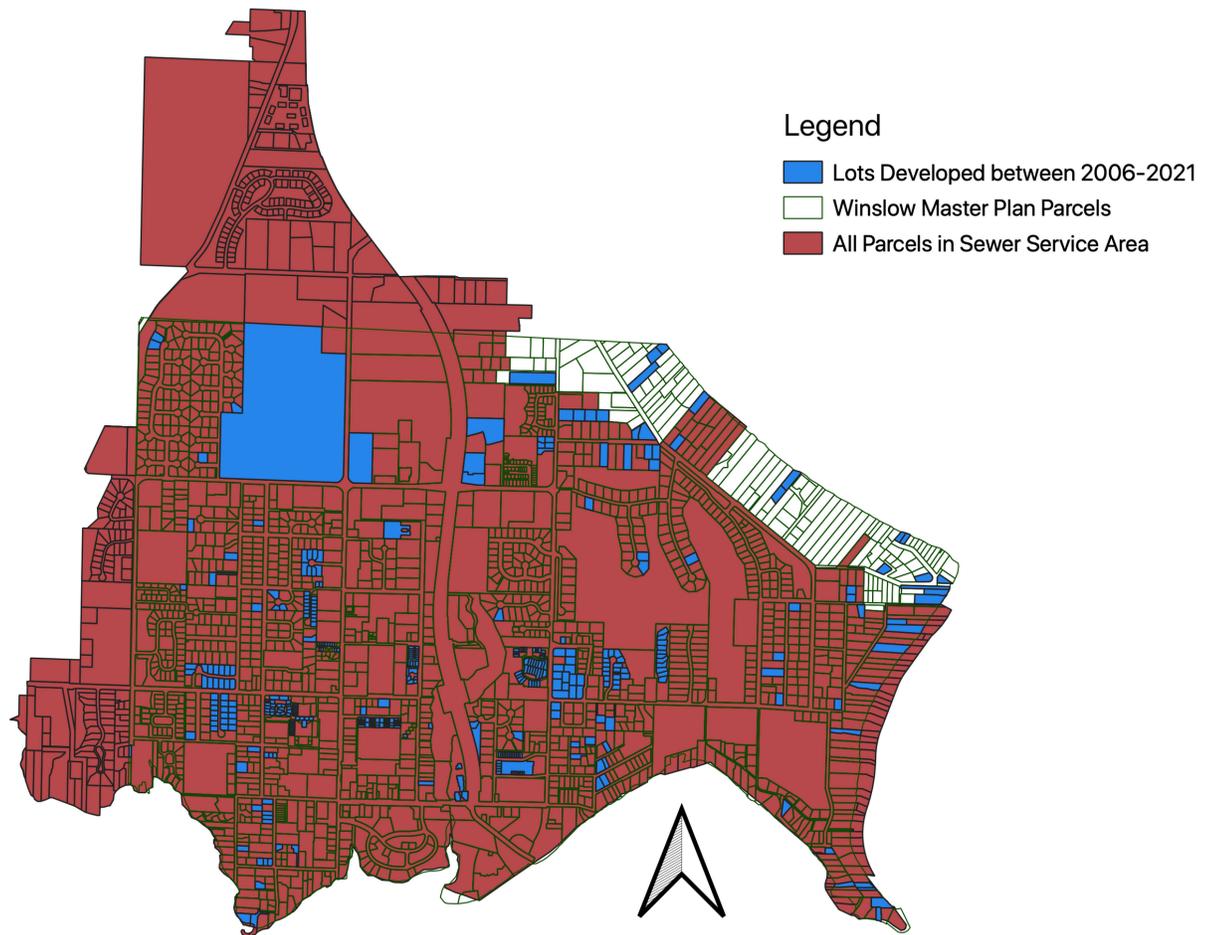
Lots Developed Between 1994-2006 Both Within and Outside the Winslow Sewer Service Area



Date Created: November 17 2021  
Map Author: UW CEP 460 Team  
Data Source: City of Bainbridge Island

*Fig. 12. Lots Developed Between 1994-2006 Both Within and Outside the Winslow Sewer Service Area*

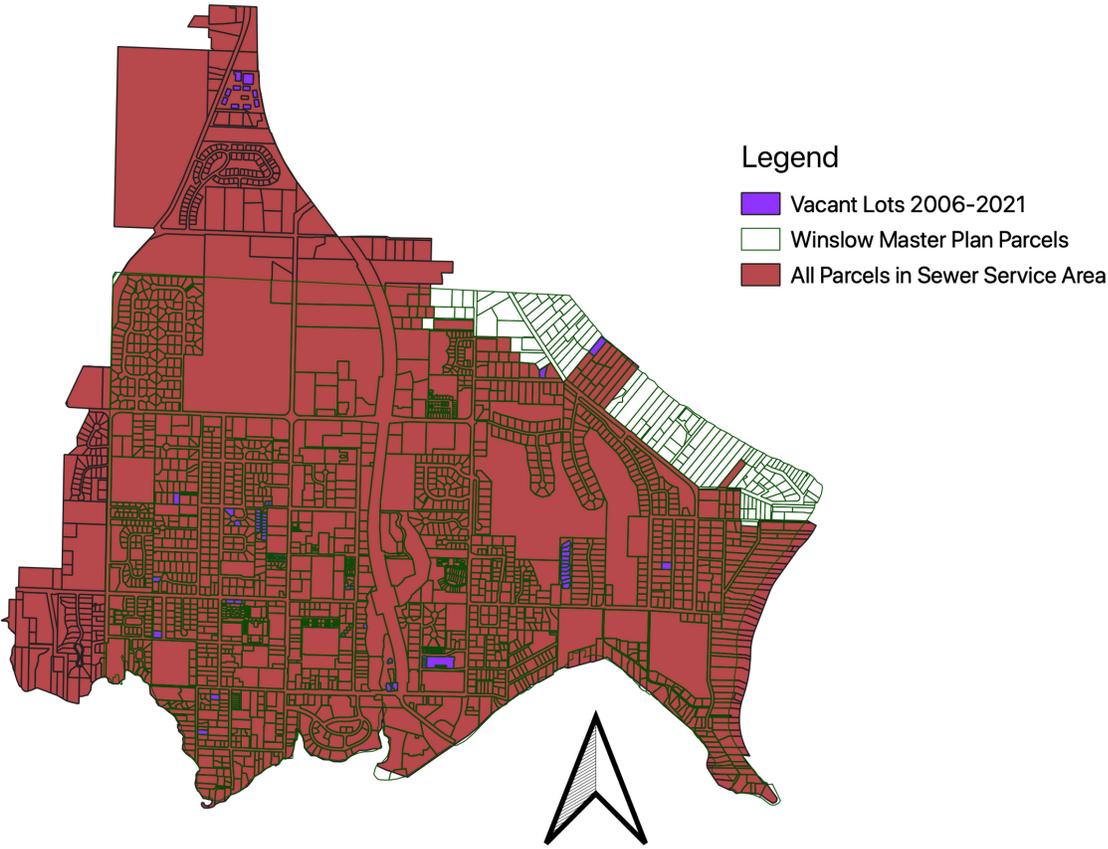
Lots Developed from 2006-2021 Both Within and Outside the Winslow Sewer Service Area



Date Created: November 10 2021  
Map Author: UW CEP 460 Team  
Data Sources: From City of Bainbridge Island

*Fig. 13. Lots Developed Between 2006-2021 Both Within and Outside the Winslow Sewer Service Area*

Vacant Lots in Winslow Sewer Service Area,  
2006-2021



Date: November 29 2021  
Map Author: UW CEP 460 Team  
Data Source: City of Bainbridge Island

*Fig. 14 Vacant Lots in Winslow Sewer Service Area, 2006-2021*

Figure 9 is a map of vacant lots in both the Winslow Master Plan area and Sewer Service area. We focused on 2006-2021 to look at more recent trends and see if there are patterns if certain zoning areas have more vacancies than others. In the data, both vacant lots and lots currently under development are classified as “vacant,” so some of these lots are already in development. Although most vacancies are already within the Master Plan boundary, expanding the boundary at this time would ensure that any further development and vacancies produce positive economic development practices and preserve community character.

**Through our research these are two areas of tension surrounding development in Winslow, but if the plan boundary is expanded to include the entire sewer service area, the vision for the future can be consistent, preserve or develop community identity, and help existing residences and businesses better predict the future development of an area.**

*\*\*The few clusters of lots in purple are residential and one is an office/trade classification. The orange clusters are also residential and condos and there was only one other lot that was “vacant” in 2005 in the center of the already identified trade/office condo complex in the north. We did a separate analysis of vacant lots between 1994 and 2006 to make sure we didn’t miss any major trends just before 2006.*

# TABLES

**Master Plan Study Area Summary Table 2006-2021**

Building Date	Quantity	Land Codes	Quantity	General Classification	Quantity	Zoning	Quantity
2006	22	Church	1	Cultural/Recreational	2	CORE	42
2007	16	Commercial Retail	2	Government/Services	4	Erck	2
2008	7	Commercial Service	3	Residential	393	ERICK	22
2009	11	Common Area	3	Trade	7	FTD	26
2010	9	Facilities	1	Underdeveloped Land/Water Areas	3	GATE	2
2011	5	Schools	1	<b>Total</b>	<b>409</b>	GATE AND *	1
2012	30	Suburban	1			Gate/Core	1
2013	42	Urban_High	134			HS-1	2
2014	9	Urban_Low	44			HS-2	1
2015	17	Urban_Med	35			HS-2 / HS*	1
2016	81	Urban_Standard	106			MAD	13
2017	21	Vacant	78			NC	1
2018	54	<b>Total</b>	<b>409</b>			R-0.4/R-2	1
2019	28					R-14	50
2020	39					R-2	32
2021	18					R-2.9	57
<b>Total Lots</b>	<b>409</b>					R-3.5	65
						R-4.3	68
						R-8	11
						R2.9	11
						<b>Total</b>	<b>409</b>

*Fig. 15 Master Plan Area Lot Summary Table*

- 96% of lots are residential
- 95% of all residential lots single family classification (374 lots)
- 70% of vacant lots are vacant as of 2020 and 2021 (55/78 lots)
- Summary tables focus on 2006-2021 because the last update of the Master Plan was in 2007

Sewer Service Study Area Summary Table 2006-2021							
Building Date	Quantity	Land Codes	Quantity	General Classification	Quantity	Zoning	Quantity
2006	32	Church	3	Cultural/Recreational	4	B/I	1
2007	15	Commercial Retail	2	Government/Services	8	CORE	42
2008	11	Commercial Service	5	Residential	408	Erck	2
2009	10	Common Area	3	Trade	17	ERICK	22
2010	9	Facilities	2	Underdeveloped Land/Water Areas	3	FTD	26
2011	4	Hospitals	1	<b>Total</b>	<b>440</b>	GATE	2
2012	30	Schools	1			GATE AND *	1
2013	43	Suburban	1			Gate/Core	1
2014	9	Urban_High	132			HS-1	2
2015	17	Urban_Low	47			HS-2	1
2016	81	Urban_Med	35			HS-2 / HS*	1
2017	21	Urban_Standard	120			LM	11
2018	69	Vacant	88			MAD	13
2019	32	<b>Total</b>	<b>440</b>			NC	1
2020	39					R-0.4	1
2021	18					R-14	50
<b>Total</b>	<b>440</b>					R-2	46
						R-2.9	59
						R-3.5	66
						R-4.3	68
						R-8	13
						R2.9	11
						<b>Total</b>	<b>440</b>

Fig. 16 Sewer Service Area Lot Summary Table

- 93% of lots are residential
- 95% of all residential lots are single family classification (390 lots)
- 62.5% of vacant lots are vacant as of 2020 and 2021 (55/88 lots)

## People moving into Bainbridge per year

<b>Year</b>	<b>Population</b>	<b>Growth Percentage</b>
2017	23,689	0.479%
2018	24,060	1.56%
2019	24,486	1.77%
2020	24,825	1.38%
2021	24,930	.42%

*Fig. 17 Yearly Population Growth Over Five Year Course*

- Major growth between 2017 and 2018
- Significant decrease in 2019 to 2020, due to COVID-19 pandemic
- 5.23% Growth from 2017-2021

# FLOOR AREA RATIO (FAR) FINDINGS

In order to calculate how many people Winslow's current zoning can still accommodate, we divided the data we had into four parts. The table below shows our different calculations for each different zone.

	<b>Mixed-Use Town Center</b>	<b>Single-Family Zones</b>
<b>Vacant Lots</b>	$(Mixed-Use\ FAR \times Lot\ Area) / (2 \times 832)$	$Household/Acre \times Lot\ Area \times 2.45$
<b>Non-Vacant Lots</b>	$(Mixed-Use\ FAR \times Lot\ Area - Current\ Floor\ Area) / (2 \times 832)$	$(Household/Acre \times Lot\ Area \times 2.45) - (Current\ Floor\ Area / 832)$

Fig. 18. Growth Analysis Formula Summary Table

In our calculations, only space with a land code of urban residential, vacant land, or common area is considered a potential residential area. In addition, we made three important assumptions for the purpose of our calculations. First, we assumed that half of the mixed-use FAR was used as residential. Second, we used 832 square feet as the floor area per capita. Third, we used 2.45 as the average household size in Single Family Zones.

Remaining Carrying Capacity A (RCC-A): If Winslow developed all of the vacant land and rebuilt all of the undeveloped buildings according to the base mixed-use FAR or residential density zoning, it could potentially accommodate about 5,000 more people. However, it is highly unlikely that it would allow every lot to be fully developed.

<b>RCC-A</b>	<b>Mixed-Use Town Center</b>	<b>Single-Family Zones</b>	<b>Total</b>
<b>Vacant</b>	1,325	2,664	3,989
<b>Non-Vacant</b>	380	316	696
<b>Total</b>	1,705	2,980	<b><u>4,685</u></b>

*Fig. 19 Remaining Carrying Capacity A Result Table*

Remaining Carrying Capacity B (RCC-B): According to our calculations, buildings in mixed-use town centers account for an average of only 57.3% of the base FAR, while buildings in suburban residential areas account for an average of only 40.7% of the zoning. If all vacant lots were developed at the same intensity as before, and all undeveloped lots were not redeveloped, the Winslow Master Plan area could only accommodate less than 2,000 more people.

<b>RCC-B</b>	<b>Mixed-Use Town Center</b>	<b>Single-Family Zones</b>	<b>Total</b>
<b>Vacant</b>	759	1,084	1,843
<b>Non-Vacant</b>	-	-	-
<b>Total</b>	759	1,084	<b><u>1,843</u></b>

*Fig. 19. Remaining Carrying Capacity B Result Table*

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# CONCLUSION

Based on the sewer service and growth trends analyses, we found that 1) the Focus Area 1 (page 14) has existing sewer services and various community assets that could benefit from being included in an expanded master plan and 2) the current zoning of the Winslow Master Plan Area does not provide sufficient space for future population growth.

It is necessary to expand the scope of the Winslow Master Plan and it should encompass and even exceed the existing sewer service area. Additionally, in order to increase the carrying capacity of the core area of the Bainbridge Island, Downtown Winslow urgently needs to be up-zoned with its FAR raised.

# WORKS CITED

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:25 PM) Discuss Proposal to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process) - Planning,

**SUMMARY:** The City Council meeting on October 19, 2021 had the following agenda item:

Consider Request from Deputy Mayor Pollock and Councilmember Carr to Schedule a Discussion on a Proposal to Remove or Substantially Modify BIMC 2.16.210 Subarea Planning Process on a Future Council Agenda.

The October 19, 2021 City Council action by consensus was to add to a future agenda. City staff has reviewed BIMC 2.16.210 (see attached). The attached staff memo identifies some clarifying changes to BIMC 2.16.210 and policy questions that the Council could consider in order to determine if BIMC 2.16.210 should be amended or repealed.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to direct the City Manager to prepare an ordinance to revise or repeal BIMC 2.16.210 as described by the City Council, and to take such an ordinance to the Planning Commission to begin its review.

OR

I move to schedule additional City Council discussion at a later date about revising BIMC 2.16.210.

OR

I move to not revise BIMC 2.16.210 at this time.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Staff Memo on BIMC 2.16.210.docx](#)

[BIMC 2.16.210.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Department of Planning and Community Development

## Memorandum

Date: February 3, 2022

To: City Council  
via Blair King, City Manager

From: Jennifer Sutton, AICP, Senior Planner  
Mark Hofman, AICP, Interim Director

Subject: Discuss Potential to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process)

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### I. MEETING PURPOSE

The [City Council meeting on October 19, 2021](#) had the following agenda item:

Consider Request from Deputy Mayor Pollock and Councilmember Carr to Schedule a Discussion on a Proposal to Remove or Substantially Modify [BIMC 2.16.210 \(Subarea Planning Process\)](#) on a Future Council Agenda.

The [October 19, 2021 City Council action by consensus](#) was to add the topic to a future agenda.

After discussion of this topic, including the policy questions below, the City Council could provide the City Manager direction such as:

1. Prepare an ordinance to revise or repeal [BIMC 2.16.210](#) as directed by the City Council, and to take such an ordinance to the Planning Commission to begin its review; OR
2. Schedule additional City Council discussion at a later date about revising [BIMC 2.16.210](#); OR
3. Engage in no further consideration of any revisions to BIMC 2.16.210 at this time.

### II. Policy Questions

The following policy questions may assist the City Council as they consider Councilmember Pollock's request to schedule a future discussion on removing or amending [BIMC 2.16.210](#):

Should BIMC 2.16.210 be Streamlined?

As currently written, [BIMC 2.16.210](#) is very detailed about how the process can begin, development of a work plan, the requirement for an "Initial Public Meeting," committee recommendation to the Planning Commission, and decision by the City Council. A subarea planning process is a "legislative" process (BIMC 2.16.180) that

focuses on a specific geographic area and involves a citizen committee. The chapter could be simplified and made more flexible to reflect the “process” for other large City projects that don’t have a process that is regulated by the City Code, such as the [Sustainable Transportation Plan](#) and [Climate Action Plan](#). In these cases, the City developed work plans, convened citizen stakeholder groups or advisory committees, hired consultants (as needed), and ultimately developed a draft product for the City Council to review and decide on. [BIMC 2.16.210](#) could be simplified to include just the steps above described, and acknowledge that the details about community meetings, data gathering, and other matters would be handled through the development of a project scope of work. The City Council is currently reviewing a draft scope of work for a Housing Action Plan project that includes similar steps. Ultimately, because a subarea plan becomes part of the Comprehensive Plan and likely, amends the BIMC, review and approval of a subarea plan is the same as any planning-related legislative process, such as an ordinance. The general process for such ordinances is to be reviewed by the Planning Commission, then referred to the City Council with a recommendation by the Planning Commission, and then considered by the Council.

Should BIMC 2.16.210 be amended to apply only the small Designated Centers, but not Winslow? See [Comprehensive Plan Land Use Element Goal 4](#) and its policies, specifically [Policies LU 4.2, 4.3, 4.4 and 4.5](#). This change would detach work on the upcoming update to the [Winslow Master Plan](#), Winslow’s subarea plan, from the provisions of [BIMC 2.16.210](#). The last major update to the [Winslow Master Plan](#) in 2006, known as the Winslow Tomorrow effort, for instance, was not completed under the then Special Planning Area Process (formerly Chapter 18.115 BIMC).

Should the composition of the Subarea Planning Steering Committee (BIMC 2.16.210.E) be amended? [BIMC 2.16.210.E](#) provides that the City Council shall appoint a subarea planning steering committee, and that the steering committee shall include at least one representative from each of the following groups:

- Residents living within and/or owners of property or businesses within the designated center or neighborhood; and
- Residents and owners of property located adjacent to the designated center or neighborhood; and
- Residents of and/or business owners in the city, not residing within or adjacent to the designated center or neighborhood.

Does the City need BIMC 2.16.210 at all?

As described in the first policy question about streamlining, the subarea planning process is ultimately a City legislative effort that is the result of a large City project. City planning legislative work and Comprehensive Plan Amendments are already regulated by the BIMC (see, e.g., [Section 2.16.180](#) and [2.16.190](#), respectively). Additionally, as noted above, the 2006 update to the [Winslow Master Plan](#) was not subject to [BIMC 2.16.210](#).

### III. NEXT STEPS:

There are 3 options for “Next Steps” that the City Council could consider after its discussion. The Council could:

1. Direct the City Manager to prepare an ordinance to revise or repeal BIMC 2.16.210 as described by the City Council, and to take such an ordinance to the Planning Commission to begin its review; or
2. Schedule additional City Council discussion at a later date about revising BIMC 2.16.210; or
3. Decide to not consider at this time any revisions to BIMC 2.16.210.

**2.16.210 Subarea planning process.**

A. Purpose. The purpose of this section is to provide a subarea planning process that enhances the livability of the city by recognizing the unique characteristics of the city's designated centers and neighborhoods and by providing opportunities to accomplish the goals of the city's comprehensive plan in a way unique to each designated center or neighborhood.

B. Applicability. This chapter applies to:

1. A designated center that has been identified in the adopted comprehensive plan; and
2. Discrete neighborhoods outside of designated centers.

C. Beginning the Process. The subarea planning process may be started in two different ways:

1. The city council may begin the process through the annual development of department work programs or biennial budget process; or
2. Upon the written request of at least one owner of property located within a designated center or neighborhood, the city council by resolution may approve the commencement of the subarea planning process. Neighborhoods outside of designated centers must demonstrate to the city council that subarea planning is generally desired by the neighborhood.

D. Interdepartmental Staff Team.

1. Upon the city council's approval to commence the subarea planning process, the director of planning and community development shall establish an interdepartmental staff team.
2. At the director of planning and community development's request, the director of each city department shall assign a representative to the interdepartmental staff team. The Bainbridge Island fire district, the Bainbridge Island school district, the Bainbridge Island metropolitan park and recreation district, and the Kitsap public health district shall each be invited to participate on the interdepartmental staff team.
3. The interdepartmental staff team shall:
  - a. Compile the city's existing data and materials relating to the designated center or neighborhood (including comprehensive plan text and map); and
  - b. Identify in writing issues raised by the public during the comprehensive planning process and issues identified by staff relating to the designated center or neighborhood; and

- c. Identify interested persons and groups, including all property owners within the designated center or neighborhood according to the Kitsap County auditor’s records, and notify the interested persons and groups in writing by regular mail of the commencement of the subarea planning process; and
- d. Provide expertise and guidance to the subarea planning steering committee.

Subarea Planning Process



E. Subarea Planning Steering Committee.

1. Upon the city council's approval to commence the subarea planning process for a designated center or neighborhood, a subarea planning steering committee for that designated center or neighborhood shall be appointed, and the appointments and confirmations of those members shall be governed by Chapter 2.01 BIMC. The steering committee shall be comprised of an odd number of members, totaling no more than nine, with the total number of members to be determined by the city council. The majority of the committee shall be comprised of representatives from categories in subsections E.2.a. and E.2.b. of this section. The term of the steering committee members shall be until the completion of the subarea planning process under this chapter. The removal and resignation of members shall be governed by Chapter 2.01 BIMC. Demotion of the chairperson shall be governed by Chapter 2.01 BIMC.

2. The steering committee shall represent a wide spectrum of interests and expertise and shall include at least one representative from each of the following groups:

- a. Residents living within and/or owners of property or businesses within the designated center or neighborhood; and
- b. Residents and owners of property located adjacent to the designated center or neighborhood; and
- c. Residents of and/or business owners in the city, not residing within or adjacent to the designated center or neighborhood.

3. The steering committee shall:

- a. Establish a planning process consistent with this chapter for developing the subarea plan, which shall include a work plan, timeline, and budget, and which shall be submitted to the city council for approval;
- b. With the advice and assistance of the interdepartmental staff team, develop a subarea plan consisting of a report and a proposed comprehensive plan amendment, if appropriate, for the designated center or neighborhood;
- c. As a part of the work plan, establish a public participation process that includes public meetings in addition to the initial public meeting conducted under subsection F of this section, and work with city staff to ensure outreach to the community during the subarea planning process; and
- d. Ensure that the subarea planning process provides adequate opportunity for participation by property owners and residents who live in or near the designated center

or neighborhood.

F. Initial Public Meeting.

1. After approval of the subarea planning process by the city council, the steering committee shall conduct an initial public meeting.
2. At the initial public meeting, the following shall occur:
  - a. The interdepartmental staff team shall provide an overview of the comprehensive plan and review citywide goals and policies that must be addressed in the subarea planning process.
  - b. The steering committee, with input from the interdepartmental staff team, shall discuss the purpose of the subarea planning process for the designated center or neighborhood and the city's existing data and materials for the area.
  - c. The steering committee shall provide opportunity for the public to comment on the vision and goals for the subarea plan, the boundaries of the designated center or neighborhood that may be included within a subarea plan, and issues relevant to the designated center or neighborhood, including mix and type of land uses, density of development, surface water, greenways, open space, fish and wildlife habitat, drinking water, sewage disposal, and nonmotorized transportation.
3. The interdepartmental staff team shall prepare a report setting forth the results of the meeting. Upon the steering committee's approval of the report, the interdepartmental staff team shall transmit the report to the planning commission for review and comment.

G. Plan Development. Upon receiving the planning commission's comments on the report prepared under subsection F.3 of this section, the steering committee shall develop the subarea plan in accordance with the steering committee's work plan. In developing the subarea plan, the steering committee shall:

1. Develop a profile of characteristics or attributes of the designated center or neighborhood (including boundaries) and of issues to be addressed during the subarea planning process; and
2. Develop goals for the subarea plan; and
3. Consider and utilize the following criteria, and any other criteria developed by the steering committee, in preparing and selecting alternatives for the designated center or neighborhood:
  - a. The citywide goals and policies of the city's comprehensive plan; and

- b. The goals and policies for the subarea plan developed by the steering committee; and
  - c. Relevant criteria specified in the Washington State Environmental Policy Act, Chapter 43.21C RCW, and the applicable Washington Administrative Code, Chapter 197-11 WAC; and
4. Prepare a report setting forth the profiles, goals, and criteria developed by the steering committee pursuant to subsections G.3.a through c of this section, and transmit the report to the planning commission for review and comment; and
  5. After receiving the planning commission's comments on the report prepared under subsection G.4 of this section, develop alternatives for the designated center or neighborhood that include policies, strategies and programs to implement the vision and goals for the subarea plan; and
  6. Review the alternatives for the designated center or neighborhood against the criteria developed for the area, and select an alternative for the designated center or neighborhood to be incorporated into a subarea plan.

H. Incorporation of SEPA Review. An owner of property in a designated center or neighborhood may elect, at the owner's expense, to have a SEPA review sufficient in scope and depth of inquiry to be legally adequate for a specific project incorporated into the city's SEPA process for the subarea plan. The SEPA official for the city shall establish the scope, depth and method of the SEPA review pursuant to Chapter 16.04 BIMC.

I. Final Plan. The steering committee shall prepare a final report containing the subarea plan for the designated center or neighborhood. The subarea plan shall include the profile and characteristics of the designated center or neighborhood, the goals of the subarea plan, the policies, strategies, or programs recommended by the steering committee, and proposed comprehensive plan amendments or changes to the municipal code for the designated center or neighborhood, if appropriate. The steering committee shall forward its final report and proposed subarea plan to the planning commission for action. The planning commission will review the subarea plan and proposed comprehensive plan and municipal code amendments and make recommendations to the city council, as required by BIMC 2.16.180 and 2.16.190. (Ord. 2021-16 § 4, 2021; Ord. 2019-01 § 8, 2019; Ord. 2017-02 § 8 (Exh. A), 2017; Ord. 2011-02 § 2 (Exh. A), 2011)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:45 PM) Review Approach to Winslow Master (Subarea) Plan Preparation \*\* 2022 Council High Priority Project\*\* - Planning,

**SUMMARY:** The City Council has identified updating the Winslow Master (Subarea) Plan ("WMP") as a High Priority work plan item in 2022. The last update of the WMP was completed in 2006. Updating the WMP is also identified as a priority action in the Land Use Element of the Comprehensive Plan. See pages LU-31 – LU-32.

See also LU Action #6, which states: Update the Winslow Mixed Use Town Center Master Plan in order to facilitate progress on the Housing Priorities that can best be accommodated in an area with an existing urban character, urban facilities, services, and multi-modal transportation options.

The purpose of the discussion on February 8, 2022 is to begin discussing a Roadmap for updating the WMP, and for the City Council to provide direction to the City Manager. The Council's consideration of whether to amend BIMC 2.16.210 (Subarea Planning Process) is related. Currently, an update to the WMP would fall under the provisions of BIMC 2.16.210, unless the Council amends that section of the code.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to direct the City Manager to convene an interdepartmental committee to begin the project to update the Winslow Master Plan ("WMP") by: 1) Reviewing the WMP to identify outdated sections; and 2) Creating a project timeline for completing the update to the WMP that integrates existing related work program items.

AND/OR

I move to direct the City Manager to bring back for City Council review a draft project description/Scope of Work for the Winslow Master Plan update to be used in a future Request for Qualifications process for a project consultant.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Staff Memo on WMP update.docx](#)

[Map of Winslow Sewer & WMP areas.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Department of Planning and Community Development

## Memorandum

Date: February 3, 2022

To: City Council  
via Blair King, City Manager

From: Jennifer Sutton, AICP, Senior Planner  
Mark Hofman, AICP, Interim Planning Director  
Chris Wierzbicki, PE, Public Works Director

Subject: Review Approach to [Winslow Master \(Subarea\) Plan](#) Preparation

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### I. MEETING PURPOSE

The City Council has identified updating the [Winslow Master \(Subarea\) Plan](#) (WMP) as a High Priority work plan item in 2022. The last update of the [WMP](#) was completed in 2006. Updating the WMP is also identified as a priority action in the [Land Use Element of the Comprehensive Plan](#). See pages LU-31 – LU-32.

[LU Action #6](#) Update the Winslow Mixed Use Town Center Master Plan in order to facilitate progress on the Housing Priorities that can best be accommodated in an area with an existing urban character, urban facilities, services, and multi-modal transportation options.

The purpose of the discussion on February 8 is to begin discussing a Roadmap for updating the [WMP](#), and for the City Council to provide direction to the City Manager. The City Council's consideration of whether to amend [BIMC 2.16.210 \(Subarea Planning Process\)](#) is related. Currently, an update to the [WMP](#) would fall under the provisions of [BIMC 2.16.210](#), unless the Council amends that section of the code.

### II. Existing City Projects to Inform & Integrate with WMP Update

This project will require coordination and cooperation between all City departments, particularly the Department of Public Works and the Department of Planning and Community Development. The City projects below are completed or in progress and will inform or be considered in concert with the [WMP](#).

[Bainbridge Island Comprehensive Downtown Parking Strategy Report](#): This [report](#) with a Winslow parking inventory and management strategies was completed in 2018.

[Climate Action Plan](#): In November 2020, City Council approved the first-ever Bainbridge Island Climate Action Plan (CAP). The City as a whole will be working to implement the CAP in a variety of ways in the next few years. There will be CAP work plan items that will be integrated into or inform the [WMP](#). The City will apply a Climate Lens throughout the update to the [WMP](#).

**Sustainable Transportation Plan:** The Sustainable Transportation Plan is scheduled to be delivered to the City Council on February 15, 2022. The plan includes a host of projects and programs that would enhance or provide new transportation options in Winslow and should be considered for inclusion in the update. For example, the plan considers partially closing or limiting vehicle access on certain streets to create multi-use corridors; working with partner agencies to build out multi-use, off road trail connections; and, investing in an all-Island and Winslow specific electric circulator shuttle system.

**Housing Action Plan:** The City is starting work on a Housing Action Plan (HAP) in Winter 2022 (see other February 8, 2022 Agenda Item). Completing a Housing Needs Assessment is one of the first steps in the HAP, and this assessment, combined with community feedback and additional data, will ultimately inform the Implementation component of HAP. The Housing Needs Assessment will take several months to complete, but this assessment will be a necessary component of the [WMP](#) update, since Winslow is the largest of the City's Designated Centers.

**Equity:** The current City [Comprehensive Plan](#) identifies Social Equity as an essential component of overall community sustainability. Throughout the [Comprehensive Plan](#) are goals for a future Bainbridge Island that is diverse and equitable. Equity themes permeate many of the Plan Elements, beginning with the Guiding Principles in the Introduction (see Fig. IN-6).

**Guiding Principle #3** Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

The City has begun a community-wide discussion about equity, led by the [Race Equity Advisory Committee](#). The City will apply an Equity Lens throughout the update to the [WMP](#).

### III. Winslow Water & Sewer Systems

There are several upcoming evaluations of the Winslow water and sewer system that should be considered in concert with the [WMP](#).

**Sewer:** With regard to sewer, City staff are about to engage consultants on an evaluation of the capacity upgrades required for the Winslow Wastewater Treatment Plant, including planning for future population needs and meeting upcoming environmental requirements. City staff are also about to begin a feasibility study that will investigate options for recycling wastewater from the treatment plant, as well as studying the rates and staff capacity needed to keep the system operational and compliant.

**Water:** With regard to water, the design of the replacement of the Winslow Water Tank will begin this year, with construction planned to start in 2023. This project will need to be designed to serve existing and future fire flow and consumption needs to meet population needs in Winslow. A water system rate study and business plan will also commence this year, which will study the rates and staff capacity needed to keep the system

**Fig. IN-6 Sustainable Community**



operational and compliant, as well as consider what expansions of water infrastructure should be planned within the Winslow water service area.

#### IV. Miscellaneous Issues for Consideration during the WMP Update

The issues or topics below will be considered through the [WMP](#) update:

Reconsider the Name of Subarea Plan to remove “Master”: This word doesn’t add any essential context to the title of the Winslow Subarea Plan.

Should part of Winslow be a Countywide Center recognized under the Kitsap Countywide Planning Policies (CPPs)?: Winslow is currently a “candidate center” under the CPPs. The City would increase its competitive edge in regional transportation grant competitions if Winslow was considered a Countywide Center. Currently, the total “Winslow” area as described in the [WMP](#) is too big to qualify a Countywide Center.

Reconsider WMP Boundary Lines: Currently there are two important geography lines within the [WMP](#): 1) the outer WMP Study Area line ([WMP](#) boundary, see [Figure 2.3 in the Land Use Chapter of the WMP](#)); and 2) an inner boundary that defines the 6 mixed use districts, identified as the WMP Primary Study Area (see [Figure 2.2 of the Land Use Chapter](#)). Factors to be considered for the [WMP](#) “Boundary” discussion through the update process are:

- Should the [WMP](#) boundary align with the boundaries of the Winslow Sewer Service Area? See attached map.
- Consider the size of the total Winslow area or an inner geography based on Countywide Center size requirements (see above).

Coordination with Washington State Ferries and the Bainbridge Island Metropolitan Park and Recreation District: The existing [WMP](#) has chapters on Open Space and Trails and the Washington State Ferry. The update to the [WMP](#) requires City coordination and cooperation on facility plans and future facility and open space planning with these outside agencies.

#### V. Estimated Next Steps on WMP Update

The [WMP](#) is a Comprehensive Plan for the greater Winslow area. As mentioned above, this project will require coordination and cooperation between all City departments, particularly the Department of Public Works and the Department of Planning and Community Development. The City is likely to engage consultant services to assist with completing the project. The [WMP](#) update will have oversight from both the City Council and Planning Commission, and include participation from other City Advisory Groups, as applicable. It will include tasks such as:

- 1) Review and Gap Analysis of existing [WMP](#).
- 2) Drafting a Scope of Work, estimating a budget, and solicitation/Request for Qualifications (RFQ) for a Consultant.
- 3) Early community and stakeholder engagement and project communication planning.
- 4) Collection of land use, transportation, and utility data. (NOTE: Housing data will be integrated from the Housing Action Plan project, including information, data, and plans from other City projects such as the Climate Action Plan or Sustainable Transportation Plan.)
- 5) Review existing City growth strategy (see Island-wide Conservation and Development Strategy described in the [Land Use Element of the Comprehensive Plan](#)) which focuses future development in Designated Centers, including Winslow.
- 6) Consider land use and transportation alternatives for the subarea plan.
- 7) Complete Draft of Winslow Subarea Plan and State Environmental Policy Act (SEPA review).
- 8) Planning Commission review and recommendation to the City Council on the Draft Winslow Subarea Plan, then City Council review and decision.

**VI. CITY COUNCIL DIRECTION**

Possible City Council direction for the Winslow Master Plan Update could include:

I move to direct the City Manager to convene an interdepartmental committee to begin the project to update the [WMP](#) by: 1) Reviewing the [WMP](#) to identify outdated sections; and 2) Creating a project timeline for completing the update to the [WMP](#) that integrates existing related work program items.

AND/OR

I move to direct the City Manager to bring back for City Council review a draft project description/Scope of Work for the Winslow Master Plan update to be used in a future Request for Qualifications process for a project consultant.



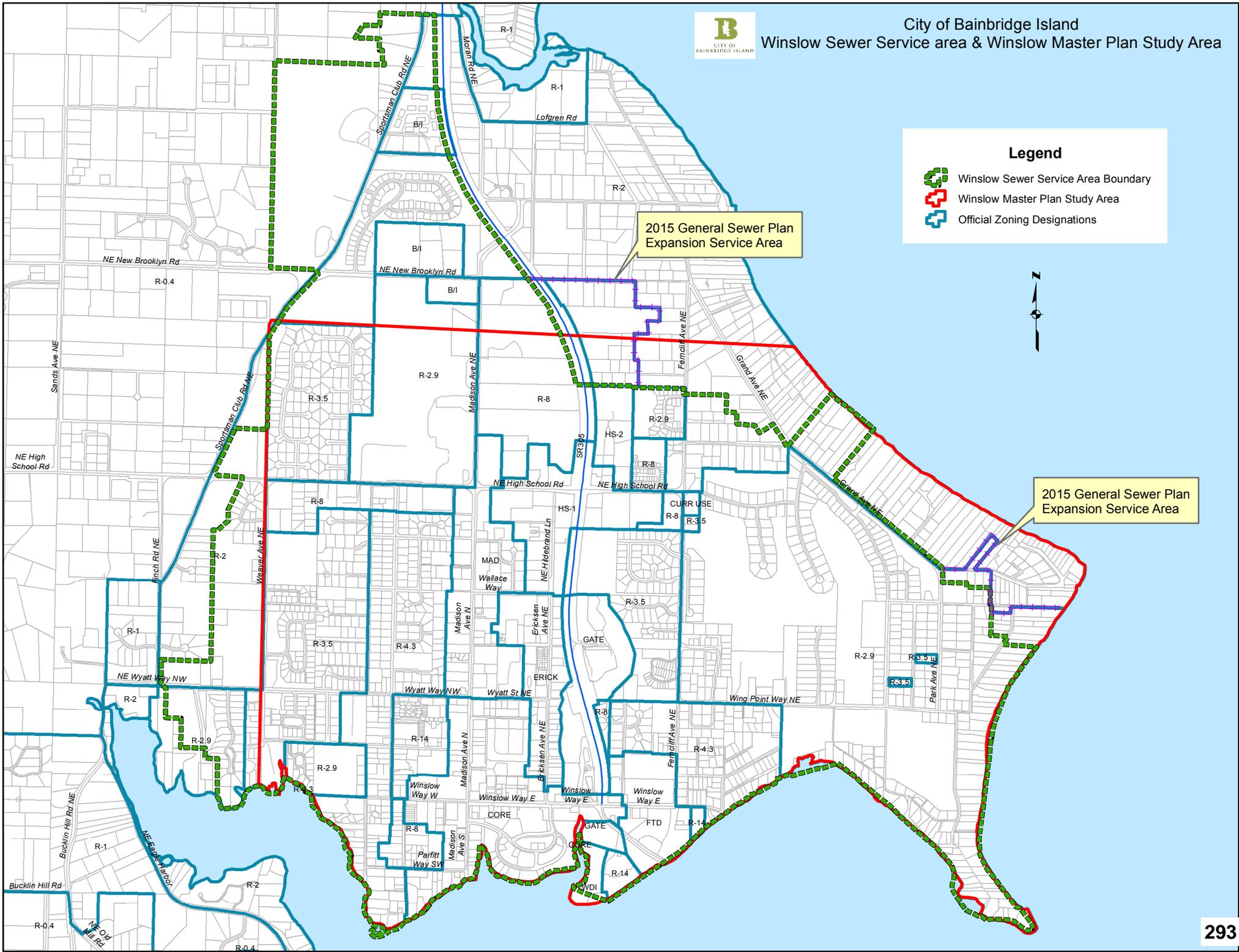
**Legend**

-  Winslow Sewer Service Area Boundary
-  Winslow Master Plan Study Area
-  Official Zoning Designations



2015 General Sewer Plan  
Expansion Service Area

2015 General Sewer Plan  
Expansion Service Area





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:05 PM) Review and Concur with Scope of Work for Housing Action Plan Professional Services Contract \*\*2022 Council High Priority Project\*\* - Planning,

**SUMMARY:** City staff is working to complete a Professional Services Agreement for development of a Housing Action Plan (HAP), as authorized by the City Council on August 17, 2021. The HAP is described and supported by the state in RCW 36.70A.600. The City has selected a consulting team led by ECONorthwest. City staff have reviewed the attached Draft Scope of Work for the HAP developed by ECONorthwest. The City has received a grant of \$100,000 from the Washington State Department of Commerce for development of a HAP (see Background section below). The Draft Scope of Work includes all of the components required for HAPs by the state for the grant (pursuant to RCW 36.70A.600). The Draft Scope of Work includes City Council check-in points at four Council meetings to present the results/deliverables from Tasks 2, 3, 4, and 5.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Concur with the Scope of Work for the Housing Action Plan Professional Services Contract and consider for approval a professional services agreement at a future City Council Meeting.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On April 20, 2021, the City Council received a recommendation from the Affordable Housing Ad Hoc Committee. Following receipt of recommendations from the Committee, the Council directed the City Manager to prepare a consulting scope of work for a Housing Action Plan and to prepare a cost estimate for a housing needs assessment and housing inventory.

On August 17, 2021, the Council reviewed and commented on a Draft Scope of Work for a Housing Action Plan. The Council then passed a motion to direct the City Manager to solicit qualifications for a consulting firm to conduct the City's Housing Action Plan. On September 10, 2021, the City issued a Request for Proposals

("RFP") for consultant services to develop a Housing Action Plan. The RFP submission deadline was October 1, 2021.

The City received 3 submissions for the RFP, and a interdepartmental City staff panel interviewed the 3 consultant teams. The City proposes to award the Housing Action Plan contract to a consultant team led by ECONorthwest.

Relatedly, on September 14, 2021 the Council authorized the City Manager to submit an application for a grant up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan. The City has been awarded the \$100,000 grant.

**ATTACHMENTS:**

[BI Housing Action Plan Scope Draft Revised 1-25-2022.docx](#)

**FISCAL DETAILS:** The City Council added \$100,000 to the 2021-2022 City Budget to complete a Housing Action Plan ("HAP") during the 2022 Budget Modification process. At the end of October 2021, the City received a Housing Action Plan grant of \$100,000 that was awarded to the City from the Washington State Department of Commerce.

The Draft Scope of Work to complete a Housing Action Plan developed by ECONorthwest and reviewed by City staff will cost \$142,385. Therefore at a later date, staff will be requesting a budget amendment of \$57,000 which would cover the cost of the contract and an approximately 10% contingency.

Once approved, this will be added to the first quarter 2022 budget adjustment in the affordable housing fund scheduled for final approval in April of 2022.

**Fund Name(s):** Other

**Coding:** ORG – 61011581, OBJ – 541100

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# Bainbridge Island Housing Action Plan Scope of Work

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## Overview

In close partnership with the City of Bainbridge Island, the consultant team will develop a Bainbridge Island Housing Action Plan (HAP) fulfilling the requirements of the Washington State Department of Commerce E2SHB 1923 Grant. A top priority for this work is to engage and educate a broad range of stakeholders to improve the understanding of housing affordability and needs issues and assess Bainbridge Island's housing needs in the context of demographic changes and market dynamics and develop strategies responding to the unique challenges and targeted needs of Bainbridge Island.

The proposed scope of work employs a multi-pronged approach achieving the following:

- Provide a deep understanding of the housing market dynamics, unmet housing needs, and housing projections for the next 20 years.
- Inclusively involve and educate Bainbridge Island communities and stakeholders on housing challenges, decisions, and policies.
- Deliver policy and implementation guidance and a Housing Action Plan to meet the city's needs. Include clear, actionable HAP strategies for meeting the current and projected housing needs of the City of Bainbridge Island.

The overall purpose of this work is to analyze the demand for housing and different types of housing today and for the next twenty years and develop strategies in a HAP that will help address the housing needs for the whole community.

To develop this scope of work, the consulting team balanced multiple considerations, including the overall budget, grant schedule, team member capacity, disadvantaged business entity shares of the work, equity framework considerations, and ensuring that actions achieve strategic objectives. This document describes the scope of work for the HAP.

# Task 1: Project Management

## Subtasks and Deliverables

### 1.1. Kickoff Meeting

This kickoff meeting will establish project assumptions, key goals, and identify potential challenges. In addition, we will discuss the project subtasks, schedule, and logistics at this meeting. We routinely start projects with a kick-off meeting including the full team. This invaluable step ensures we answer key questions driving this work early on. Prior to the meeting, we will interview City staff, individual City Council members and selected Planning Commissioners, to better understand the process and key issues for the project. At this meeting, we will review and refine the proposed work plan, and solidify our outreach and communications strategy. We will also establish logistics like key staff contacts and schedule regular check-in calls or meetings. Possible topics of discussion:

- Clarify scope: Does the proposed approach align with the City's goals?
- Public Engagement: Discuss public engagement goals and housing education needs.

### 1.2. Scoping and Scheduling Plan

An important first step of a project of this type is an initial evaluation of issues and available data. This involves working with the client to narrow and define the full set of research questions unique to the community and determine the best available data to answer the study questions. This step is crucial from a practical standpoint because it balances efficiency and effectiveness while preventing the misallocation of resources. Essentially this helps to ensure that the City is receiving the support it needs to adequately answer key questions.

### 1.3. Project Team Meetings

This task will be ongoing throughout the duration of the project. This task includes time to monitor the schedule, provide progress reports, and host regular check-in meetings, on an as-needed basis.

#### Task 1 Deliverables:

- Agreed-upon Work Plan following the kick-off meeting.
- Communication Plan.

## Task 2: Assess Housing Conditions and Needs

### Subtasks and Deliverables

#### 2.1. Housing Assessment

As a foundational basis for our work, we will prepare a complete housing inventory and needs analysis. The Needs Assessment serves as a guide for refining policies and programs in response to contemporary housing needs. The work for this task will be streamlined since we can leverage previous work with Kitsap County and Bainbridge Island.

At a minimum, this housing assessment would include:

- Update the community demographic work done during the Kitsap Affordable Housing Inventory to be exclusive to Bainbridge Island and include employment commuting trends and workforce profiles
- Update the work done during the Kitsap Affordable Housing Inventory to describe Bainbridge's existing housing characteristics including housing production over time, and type/age of housing, including manufactured/mobile homes.
- Provide an assessment of accessory dwelling units (ADUs) utilizing existing data (such as through administrative records, permits or in the assessor data).
- Identify short-term rental housing through business license data and other publicly available sources. Comprehensive data could potentially be purchased through a data provider. ECONorthwest will work with city staff to determine best option prior to proceeding.
- Update of the work done during the Kitsap Affordable Housing Inventory to describe Bainbridge's household characteristics including the size, composition, and tenure (rent vs. own)
- Affordable housing (subsidized) and multifamily rental housing inventory assessment.
- Housing cost burden and affordability analysis
- Project population demographics and income levels for the specified planning horizon (typically 20 years) and an assessment of housing suitable for all economic segments
- Update the Kitsap County work to assess current housing market conditions (sales prices/rents, vacancy rates, construction costs) and discuss how this impacts the housing stock, the affordability of housing, and homelessness.
- Displacement risk analysis and an assessment of housing preservation opportunities.
- Conduct a policy review and create an inventory of any existing emergency housing, shelters and permanent supportive housing to begin addressing requirements outlined within HB 1220 for the 2024 housing element update.

ECONorthwest will be the lead for this subtask. LDC, Framework, and Charlie Wenzlau will provide support where necessary.

## 2.2. Existing Conditions Analysis

As a part of this work, we will review previous county documentation on housing issues and relevant plans and guiding policies to ensure the project team fully encapsulates baseline conditions and the current regional and local housing trends in the island before proposing housing strategy recommendations. This task work will help the team identify the geographic factors affecting demand for housing. This step will include a review of key housing policies and programs and analysis of their use and possible barriers and opportunities. Policies we expect to review are the newly enacted Multifamily Tax Exemption Policy; existing anti-displacement policies; housing diversity provisions associated with ADUs, cottage housing, tiny homes, middle housing; evaluate impacts of short-term rentals; affordable housing incentives; community land trust and cohousing provisions; Center policies; and other policies useful to review to help provide a foundation for recommendations. Key permitting process requirements and fees/incentives will be analyzed. A review and evaluation of the current housing element will be conducted, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions. We will work with the City on how to evaluate the effectiveness of these provisions. LDC, ECONorthwest, Framework, and Charlie Wenzlau will help complete this work.

We will provide a summary of the existing information on the buildable lands, existing zoning, and the types of housing allowed within existing zoning. Buildable lands information provides an indication of the amount of zoned capacity available to meet the population target adopted as part of the comprehensive plan. As part of this project, we will compare the available zoned capacity and the types of housing units that this zoning would support. LDC will lead this analysis.

Lastly, we will recognize policy compliance requirements. The Kitsap Countywide Planning Policies (CPPs) implement both Vision 2050 and Countywide Planning Policy requirements found in the Growth Management Act. The CPPs were updated at the end of 2021. This requires consideration of affordable housing issues such as policies encouraging affordable housing (not excluding), allowances for a range of diverse housing types including multifamily and middle housing, and special needs housing.

LDC will lead this analysis.

## 2.3. Presentation of Housing Assessment Findings

The results of the housing assessment and inventory of housing units will be shared and presented (budget includes two public committee/council meetings).

### Task 2 Deliverables:

- Draft and final housing inventory and needs assessment report including a summary of existing conditions. This assumes no more than 2 rounds of review.
- Presentation of the findings at a City Council study session and a public committee meeting.

## Task 3: Community Engagement

To complement ECONorthwest's quantitative data analysis, Triangle Associates will generate rich qualitative information by engaging community stakeholders who have invaluable personal experience

with searching for attainable housing on the island and with being on the receiving end of the City’s housing policies. Many community members are difficult to reach through traditional public meetings due to inflexible work hours, language barriers, or a lack of transportation, so an intentional approach is necessary. Triangle Associates can begin this important work while ECONorthwest is working on Task 1.

### 3.1. Public Engagement Plan

This task includes the development of a public engagement and communication plan for the City’s review. Triangle will work with City staff, the City’s Race Equity Advisory Committee, local affordable housing providers, social service providers, and affordable housing residents, and members of the business community to co-create this plan. We anticipate that this engagement plan will be a living document.

### 3.2. Public Engagement

Triangle Associates will build a list of targeted demographic groups for engagement based on the local population profile, as well as input from City staff, the City’s Race Equity Advisory Committee, local affordable housing providers, social service providers, and affordable housing residents. Over the course of the project, we’ll conduct six rounds of focus groups in close partnership with community groups who will help us to access community members and groups at their existing meetings or in spaces that are comfortable and easy for them. In our experience, conducting these sessions in partnership with trusted local organizers and providing incentives encourages robust participation and free-flowing information. In addition, Triangle Associates can use tactics such as key informant interviews, a community survey, and other gatherings to engage diverse community members. We will work with you to identify the range of engagement activities that will meet project needs.

Possible goals of community engagement:

- Learn about housing needs, affordable housing issues, and the impacts on the community. Learn about workforce needs and people who cannot afford to live in Bainbridge.
- Ask about displacement and affordable housing preservation concerns.
- Learn about the realities of commuting.
- Find out about social and racial equity concerns associated with housing and housing discrimination.
- Unpack the obstacles to constructing more affordable housing.
- Generate ideas for overcoming the obstacles to adding more affordable housing.

Triangle Associates will be the lead for Task 3. ECO, LDC, Framework, and Charlie Wenzlau are supporting.

#### Task 3 Deliverables:

- Public Engagement Plan
- Educational materials describing a range of topics.
- Public engagement activities including 6 focus group meetings.
- Community survey
- Up to 12 key informant interviews
- Engagement summary including data analysis from the community survey and a summary of qualitative feedback.
- Presentation of the engagement findings to City Council.

\*Interpretation and translation will be available

## Task 4: Draft Housing Action Plan Recommendations

Building on all previous tasks, we will prepare a complete initial draft of the housing action plan for review by the City. This task will include an evaluation of preliminary suggestions to bridge the gap in housing needs and it will include recommendations for how the City can integrate efforts into its comprehensive plan. This review will include the following:

- Potential advantages, drawbacks, partnerships, examples/best practices, and foreseeable implementation costs.
- Equity analysis describing policies and regulations that result in disparate impacts, displacement (or the risk of displacement), or exclusive housing.

Utilizing the data gathered and analyzed in the housing needs assessment, we will draft a plan that recommends strategies to directly address the housing needs specific to Bainbridge Island. The plan will identify how many units are needed to accommodate Bainbridge Island's existing and future households for the next twenty years and will describe the range of housing needed for each income level. The draft plan will also reflect the collective community and staff input and Council policy guidance, and that is shaped by visually engaging data and policy analysis findings. The main effort in this task will consist of customizing and evaluating these recommendations to ensure we offer the most appropriate and highest-impact solutions to Bainbridge Island. We have broad experience in both developing and implementing regulatory and incentive strategies that create meaningful outcomes to support housing that meets the needs of the community. We will prepare a list of recommended tools and identify which of those tools will help minimize displacement. ECONorthwest maintains its own list of tools used by communities across the U.S. to deal with housing issues that we will draw upon for this work.

### **Potential strategies and recommendations may include:**

- Housing types allowed in current zoning such as ADU promotion strategies.
- Planning tools and financial incentives to encourage housing variety.
- Incentives or funding for rent-restricted affordable housing.
- Preservation strategies for unrestricted and rent-restricted housing.
- Strategies to consider to track impacts from short-term vacation rentals and promote compliance with state law requirements.
- Anti-displacement strategies to avoid, minimize, or mitigate displacement of low to moderate-income households.

After draft strategies and recommendations are put together, we will create a draft framework for an implementation plan, which will look at how they increase residential building capacity, their potential fiscal impact, and a timeline for implementation. The implementation plan will be finalized during Task 4.

We recommend presenting preliminary recommendations to Planning Commission or housing-focused committee to review recommendation options, discuss considerations, and gain additional feedback.

After incorporating internal comments and edits, a public review draft will be prepared with the intent of soliciting public comment.

ECONorthwest and LDC will be the lead consultants for this task. Framework, Charlie Wenzlau, and Triangle Associates will support where necessary.

### Equity and Displacement Analysis

As a firm, ECO understands how current and historical inequitable processes and policies have lasting intergenerational negative effects on communities, especially BIPOC communities. To fully implement our values, we have committed to understanding the intersection of equity with our work. Jade Aguilar, a Ph.D. Sociologist and former Vice President from Willamette University, is ECO's Director of Research Equity. Dr. Aguilar helps guide staff to think more deeply about who benefits from, and who may be harmed by, policy outcomes. Our cross-disciplinary expertise in social and fiscal policy, real estate economics, land use, and transportation highlights the impacts of inequitable processes and policies through varied project experiences. We have accumulated experiences to develop a rigorous analytic approach to identify displacement risk, putting pressure on at-risk persons in our communities. We understand the different facets of displacement and different strategies to proactively identify risk and minimize, avoid, and mitigate displacement. We have developed techniques to identify certain households more susceptible to physical displacement than others such as renter households, low-income households, and households who are more likely to experience housing discrimination (such as communities of color or larger households). We also have broad experience in developing anti-displacement and equitable development strategies to support community stability.

#### Task 4 Deliverables:

- Policy Evaluation Summary and Draft Housing Action Plan. This assumes no more than 2 rounds of review.
- Presentation of the Draft Housing Action Plan at City Council meeting.

## Task 5: Final Housing Action Plan and Implementation Plan

This task will consist of refining the draft housing strategy recommendations based on feedback and additional review. The final recommendations will be presented to the City Council and/or another planning board identified by the City (two meetings are included in the budget). We will prepare a recommendations framework matrix to summarize the impacts and outcomes of various strategies in a concise format. The action plan will include guidance on possible updates to the Comprehensive Plan and highlight potential regulatory updates.

The final implementation plan will be developed which includes an evaluation of strategies and recommendations based on potential impact to increasing residential building capacity, potential fiscal impact, and the timeline for implementation (near-, medium-, or long-term). This plan will also include performance metrics to help the City gauge the progress towards taking action. At a minimum, this implementation plan will include actions to be completed within two years. Lastly, we will work with the City to help identify who should execute different actions and to determine the proper sequence of actions for this plan.

ECONorthwest and LDC will be the lead consultants for this task. Framework, Charlie Wenzlau, and Triangle Associates will support where necessary.

Task 5 Deliverables:

- Final Housing Action Plan
- Internal review of implementation plan with city staff and partners on implementation strategies options
- Final Implementation Plan
- Presentation of the final Housing Action Plan to Planning Commission and City Council in support of staff

## Schedule

We will work with Bainbridge to meet their schedule needs and anticipate completing the project work within one year following the Notice to Proceed, from February 2022 to March 2023. We will confirm or refine the project schedule and the scope of work at the kickoff meeting.

## Budget

Our proposed budget reflects all activities described in this proposal and grant and would be billed on a time and materials basis. The scope and budget could be amended to target available funding but would require prioritization of scope items. After our kick-off meeting, when we have an agreed-upon and final scope of work, we can produce a more refined budget.

Line Item	Task 1	Task 2	Task 3	Task 4	Task 5	TOTALS	
	Kickoff + Proj Mgmt	Housing Needs, Existing Conditions	Community Engagement	Draft Housing Action Plan	Final Housing Action Plan & Implementation Plan	\$	Percent of Budget
<b>Labor Expenses</b>							
ECONorthwest Total	\$7,320	\$20,320	\$4,600	\$14,400	\$20,610	\$67,250	49.59%
LDC Total	\$2,100	\$5,900	\$2,020	\$3,050	\$2,950	\$16,020	11.81%
Triangle Associates Total	\$960	\$4,570	\$25,640	\$0	\$2,790	\$33,960	25.04%
Framework Total	\$780	\$3,510	\$780	\$3,705	\$0	\$8,775	6.47%
Charlie Wenzlau Total	\$700	\$3,500	\$1,050	\$3,850	\$0	\$9,100	6.71%
<i>Total</i>	<i>\$11,860</i>	<i>\$37,800</i>	<i>\$34,090</i>	<i>\$25,005</i>	<i>\$26,350</i>	<i>\$135,105</i>	<i>99.6%</i>
Total Labor	\$11,860	\$37,800	\$34,090	\$25,005	\$26,350	\$135,105	99.6%
Non-Labor Expenses	\$0	\$0	\$0	\$500	\$0	\$500	0.4%
<b>TOTAL BUDGET</b>	<b>\$11,860</b>	<b>\$37,800</b>	<b>\$34,090</b>	<b>\$25,505</b>	<b>\$26,350</b>	<b>\$135,605</b>	<b>100.0%</b>
<b>PERCENT OF TOTAL</b>	<b>9%</b>	<b>28%</b>	<b>25%</b>	<b>19%</b>	<b>19%</b>	<b>100%</b>	
Contingency (5%)						<b>\$6,780.25</b>	
<b>Total with Contingency</b>						<b>\$142,385</b>	



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:15 PM) Consider Establishing an Annual Travel/Training Budget of \$1,500 each for Councilmembers (a total of \$10,500) and a Corresponding Travel and Training Policy - Executive,

**SUMMARY:** From time to time, Councilmembers attend training relevant to their position on the City Council. These trainings may be online or in-person, requiring travel. The existing travel policy for City employees applies to the Council and is used for this travel. However, the City does not have a policy or established practice for notifying the City Council or the public of individual Councilmember's training and travel plans.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to direct the City Manager to establish an annual travel and training budget of \$1,500 for each Councilmember, for a total of \$10,500, and to approve a Travel and Training Policy for the City Council as provided.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$10,500 of which \$2,000 is already budgeted as training in the Legislative Department
<b>Ongoing Cost:</b>	\$10,500 total
<b>One-Time Cost:</b>	\$8,500 moved internally from the Professional Services budget to the Travel and Training budget of the Legislative Department.
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** Training and associated travel are a necessary and customary business expense. In the course of serving on the City Council, Councilmembers attend training related to topics such as governance, state legislative issues, and diversity, equity and inclusion. The City of Bainbridge Island now intends to establish a budget for each member of the Council.

The proposed policy allows the allocation for individual members of the Council to be increased in one of two ways: 1) on a case-by-case basis, a Councilmember may request an increase in their annual travel budget, which must be approved by the City Council at a public meeting; and/or 2) Councilmembers may choose to relinquish a portion of their unspent travel budget to another Councilmember, which shall be accomplished by notifying the City Manager in writing.

**ATTACHMENTS:**

[Admin Policy Council Travel and Training 02032022](#)

[2022 Travel Expense Claim Form](#)

[2022 Travel Advance Request](#)

[Travel Section - COBI Employee Manual as of June 24 2021](#)

[City Council Training Tracking Matrix.pdf](#)

**FISCAL DETAILS:** This item creates an ongoing budget of \$1,500 per Councilmember, or a total of \$10,500 in the Legislative Department. Unused budget will lapse at the end of the year.

After researching other cities in Washington, the range per councilmember was between roughly \$1,000 and \$2,000 for travel and training per year. For the City of Bainbridge Island, this would equate to a 2022 budget of between \$7,000 and \$14,000.

**Fund Name(s):** General Fund

**Coding:**

	<b>Administrative Policy</b>	No.	XX
	<b>Subject: Council Travel and Training</b>	Date:	DATE, 2022
		Authority:	

**Policy Purpose:**

The City recognizes reimbursement and payment of reasonable travel expenses incurred while performing official City business as a customary business practice. The purpose of this policy is to provide a transparent and objective approach to providing travel and training to all members of the City Council that support City goals and objectives. The City will pay reasonable costs incurred by Councilmembers traveling on approved City business. Councilmembers are expected to use sound fiscal stewardship and good judgment with the best interests of the City and its residents in mind when expending public funds.

**Policy Scope:**

The policy covers all training and associated travel undertaken by members of the City Council as part of their service as Councilmembers.

The intent of the policy is to establish a transparent and consistent budget amount for each Councilmember and to document the annual travel and training plan to be submitted by each member of the City Council as part of the City Budget Process.

The intent of the policy is not to complicate or discourage Council training or travel, but to formalize and add transparency to the decision-making process, as well as to increase awareness amongst the Council of training opportunities.

**Policy Reporting Expectation:**

When Councilmembers are compensated or reimbursed for attending meetings or the City pays for registration, whether other agencies’ meetings or conferences, a report shall be given by the attending Councilmember to the legislative body at its next meeting. This report may be jointly presented (if more than one member attends the same meeting or conference) and may be presented orally or in writing. A written report, provided in advance, may be included with the meeting’s agenda materials.

**Policy Application:**

This policy applies to all members of the City Council attending meetings or trainings in their role as an elected official.

**Policy Financial Management:**

As part of the annual budget process, an authorized amount per Councilmember will be established and included in the Legislative Department budget.

Individual Councilmembers shall not exceed authorized amounts budgeted for travel, as approved in the City biennial budget. In certain circumstances, annual travel budgets may be increased for a Councilmember in one of two ways:

- 1) The adopted travel budget may be amended on a case-by-case basis during the calendar year by approval of the City Council at a public meeting. Councilmembers who request an increase in their annual travel budget shall provide an estimate of the additional amount prior to travel.

Justification for the budget increase shall be included with the request for additional funds.  
Approval of additional travel budget must be approved prior to travel.

- 2) Councilmembers may choose to relinquish a portion of their unspent travel budget to another Councilmember. Any Councilmember wishing to relinquish any portion of their travel budget for use in that calendar year by another Councilmember shall notify the City Manager in writing.

Travel funds will not carry over at the end of the calendar year or Council term and the balance of unspent funds at the end of any calendar year will return to the General Fund.

**Policy Documentation:**

- City of Bainbridge Island Travel & Training Reimbursement Form
- City Council Training Log
- City of Bainbridge Island Employee Manual, Appendix F - Travel

# CITY OF BAINBRIDGE ISLAND - Travel Expense Claim Form

## ADVANCE TRAVEL USERS:

1. CITY CODE AND STATE LAW REQUIRE YOU TO FILE A TRAVEL EXPENSE CLAIM FORM, WITH ALL ORIGINAL RECEIPTS, WITHIN TEN DAYS FOLLOWING THE END OF YOUR TRAVEL PERIOD AND PAY ANY AMOUNT DUE THE CITY.  
(REF: RCW 42.24.090, CITY ORDINANCE NO. 82-15)

NAME _____
DEPT _____ DATE _____
HOME ADDRESS _____
CITY _____ STATE WA ZIP _____

DATE	LOCATION (Provide exact street address, City, State, business name, building name etcetera).	PURPOSE OF TRAVEL (Name of Seminar, Training etcetera.)	MILEAGE	BREAKFAST	LUNCH	DINNER	LODGING	OTHER

TOTAL MILES _____ @58.50_CENTS PER MILE	\$ _____
TOTAL EXPENDITURES	\$ _____
LESS ADVANCE RECEIVED BY CLAIMANT	\$ _____
TOTAL AMOUNT DUE TO CLAIMANT	\$ _____
TOTAL AMOUNT DUE TO CITY (please attach receipt)	\$ _____

TRAVEL	ORG _____	OBJ/PRJ _____	\$ _____
TRAVEL/TRAINING	ORG _____	OBJ/PRJ _____	\$ _____
OTHER	ORG _____	OBJ/PRJ _____	\$ _____
OTHER	ORG _____	OBJ/PRJ _____	\$ _____

**CERTIFICATION:** I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT CLAIM FOR NECESSARY EXPENSES INCURRED BY ME AND THAT NO OTHER PAYMENT, EXCEPT FOR ADVANCE PAYMENT AS INDICATED, HAS BEEN RECEIVED BY ME OR ANY OTHER PERSON ON ACCOUNT THEREOF.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Amount AP owes to

Advance Travel Fund:

\$ \_\_\_\_\_

**SAVE YOUR RECEIPTS! Finance must be able to verify your expenses.**  
**See H:\City Exchange\FORMS\Travel & Expense Forms\Travel Rules for more information.**  
**Route completed reimbursement forms to Payroll, travel advance forms to Accounts Payable**

**CITY OF BAINBRIDGE ISLAND  
TRAVEL ADVANCE REQUEST**

Reference: Ordinance No. 82-15 and RCW 42.24.090

A Travel Expense Claim form must be filed within ten (10) days following the end of the travel period. All original receipts must be attached. Any amount due the city must also be paid within ten days. If your travel expenses are greater than the amount advanced, file the Travel Expense Claim in duplicate. See accounts payable "Travel Rules" memo for more detail.

Any default in accounting for, or repaying, an advance shall render the full unpaid amount immediately due and payable. Interest will be charged at the rate of 10% per annum from the date of default until repaid. The City has the right to withhold any and all funds payable to officers or employees to whom such advance has been made.

DATE OF REQUEST: \_\_\_\_\_ AMOUNT REQUESTED: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_  
(Attach backup documents.)  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ DATE OF RETURN: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

\*\*\*\*\*

TRIP APPROVAL SIGNATURES:  
(No approvals necessary for elected officials.)

\_\_\_\_\_  
DEPARTMENT DIRECTOR APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY ADMINISTRATOR APPROVAL  
(Only required for out of state travel or director travel.)

\_\_\_\_\_  
DATE

# appendix f: travel

The City recognizes reimbursement of reasonable employee travel expenses incurred while performing official City business as a customary business practice. This policy is intended to ensure consistency regarding allowable travel expenses, convey reporting requirements, and minimize the potential for fraud or abuse.

It is the policy of the City to support travel and training activities that accomplish City and department goals and objectives. The City will reimburse employees, elected officials, and volunteers, including members of boards, committees, and commissions, for necessary and reasonable travel expenses incurred while performing official City business.

Except for emergencies, employee travel must be authorized in advance by the Department Director or designee. Employees are expected to use good judgment and discretion to limit expenses with the best interests of the City and its citizens in mind.

## **METHODS OF PAYMENT, FORMS, AND DOCUMENTATION**

Method of Payment. To the extent practical, all costs for travel shall be incurred with City funds or by City credit card to minimize the need for the employee to incur costs prior to being reimbursed. Any necessary reimbursement will be made through the payroll system.

Forms. All travel claims for reimbursement will be made on either the Travel Expense Claim form or the Mileage Reimbursement Claim form. The employee must sign and date the form's certification stating that the claim is a true and correct claim for necessary expenses incurred by the employee. All claims must be signed and dated by the designated approving authority.

Documentation. Except for mileage in a personal vehicle, itemized receipts are required. All receipts or invoices must contain the date of the transaction, vendor name and location, description, and individual cost of each item or service that is claimed. Receipts that do not include all the required documentation must include notations from the employee that include the missing information. All receipts must be original and not a copy. If the vendor does not provide an original receipt or invoice, or it is lost, the employee must make every effort to obtain a copy from the vendor. If a copy of the receipt or invoice cannot be obtained, the employee must provide a detailed explanation of the circumstances for the lack of an original receipt and document the required information. Travel claims that are missing receipts or include receipts without itemized detail should be a rare occurrence and if habitual may result in restrictions on the employee's travel and training opportunities.

Documentation When Travel Deviates from Authorized Purpose. An employee may be authorized to extend the duration of a trip or deviate from the most direct and cost-effective route and mode of travel for personal or non-official purposes. Unless it is an emergency, advance permission from the Department Director or designee is required. The employee must document the actual costs incurred with a detailed comparison to the amounts that would have been incurred had the trip included only the authorized and required duration, destinations and followed the most direct and cost-effective route and mode of travel.

Travel Advance. Employees may request a travel advance for the maximum anticipated travel expenses. Approved requests must be submitted to the Finance Department on a Travel Advance Request form at least one week prior to the travel departure date. Settlement of the travel advance must be submitted to the Finance Department on a Travel Expense Claim form within 10 working days of the return to work. Advances not properly accounted for may be deducted from an employee's paycheck.

#### **MODE AND ROUTE OF TRAVEL**

Mode of Travel. Employees shall use the most cost-effective and efficient mode and route of travel that considers total costs, including lost work productivity and travel times. Additional factors that may be considered include: medical conditions, weather conditions, carbon emissions, road construction, or other conditions and/or issues that could increase travel time or hazards to the employee. Exceptions may be allowed due to other unusual or unforeseen circumstances that are properly documented and authorized. Supporting documentation must be attached to the travel claim.

City Vehicles. City-owned vehicles shall be used whenever available and practicable. Exceptions must be documented and approved in advance. No employee may operate a City vehicle without a valid driver's license in their possession. The preferred location for refueling City-owned vehicles is the City's Operations and Maintenance Facility.

Use of Privately-Owned Vehicles. No employee may operate a privately-owned vehicle while on City business unless their personal automobile insurance coverage at least meets the requirements in RCW 46.30.020 and they have a valid driver's license in their possession.

Mileage Reimbursement. Mileage for the use of personal vehicles while on official City business will be paid at the current U.S. Internal Revenue Service published rate. Mileage reimbursement will be the distance from the employee's home or regular work site, whichever is less, unless the employee has reported to work first. Vicinity mileage while at the travel destination will also be reimbursed if it is reasonable and based on the purpose and location of the work or training assignment. Regular commute mileage is not reimbursable.

Multiple Travelers. If two or more employees are attending the same out-of-town meeting or conference and one of them is driving a City vehicle and the second person is approved to drive their personal vehicle, no mileage reimbursement will be made to the person(s) who drives their personal vehicle, unless a valid business purpose can be documented. If no City vehicle is used, despite being available, and two or more employees are approved to use their own vehicles, only one mileage reimbursement will be paid by the City, unless a valid business purpose can be documented for taking separate vehicles.

Traffic Infractions. Traffic infractions, including parking tickets, are the personal responsibility of the vehicle operator or passenger cited.

Out-of-State Travel. All employee out-of-state travel must be pre-approved by the City Manager. Out-of-state travel for members of boards, committees, and commissions must be pre-approved by the City Manager. Email is acceptable documentation.

Employees with Disabilities. Reasonable accommodations, including additional expenses and travel times, are allowed if properly documented and approved in advance.

Accounting for Work-Related Travel Time (Non-Exempt Employees).

- Outside of Regular Working Hours: An employee driving a vehicle to an out-of-town location will be compensated for the travel time outside his/her normal working hours. To encourage carpooling and the efficient use of City resources, a passenger in a vehicle going to an out-of-town location will be compensated for travel time outside his/her normal working hours. Travel time as a passenger in a plane, train, bus, ferry, or other commercial carrier outside of regular working hours is considered worked time.
- During Regular Working Hours: Travel time during an employee's regular working hours on the employee's regular workday will be compensated, regardless of method of transport.

Rental Vehicles. A rental vehicle may be authorized when such use is determined and documented to be the most effective and cost efficient means of transportation for performing official City business. The selection of a rental vehicle should consider the overall cost, location, convenience, and vehicle types available. Additional insurance should not be purchased when using a rental vehicle; the City is covered through the Washington Cities Insurance Authority. No employee may operate a rental vehicle without a valid driver's license in their possession.

Airfare. The costs of commercial airfare shall be limited to the lowest available fare. Higher-priced airfare, seat selection, or other upgrade fees are not allowed unless properly documented that the changes were necessary due to

availability, physical limitations, or other factors, and that the ticket was purchased at the earliest opportunity. Any additional costs, such as in-flight services or internet service, are not allowable and are the responsibility of the employee, unless a valid business purpose is documented and approved.

Frequent Flyer Mileage Programs. Frequent flyer miles earned will accrue to the employee and not the City, but should not be the criteria for selecting a flight if lower cost alternatives are available.

## **MEALS**

Reimbursement. Actual receipts are required and customary tips are allowed. City credit cards should be used when available. Expenses for meals where City business is conducted that could reasonably occur during non-meal periods are not eligible for reimbursement.

Conference and Other Complimentary Meals. When attending conferences, seminars, or meetings where meals are provided, meal reimbursement will only be allowed for meals that are not provided. If circumstances, such as unique dietary needs, make it necessary to forgo the provided meal, the employee may claim a meal reimbursement provided a written explanation accompanies the travel expense claim form. Complimentary meals or beverages provided by lodging vendors, commercial airlines or other commercial entities will not be considered when determining meal reimbursement.

## **LODGING**

Overnight lodging will be reimbursed when travel time to a destination exceeds 90 minutes from the employee's regular work site or home, whichever is closer to their destination, unless a valid business purpose can be documented. If the employee is accompanied by a family member or other non-City employee, the bill will be annotated to reflect the single occupancy rate. All personal expenses must be paid for separately or deducted from the lodging bill before it is submitted for reimbursement. Government rates should be obtained whenever possible.

## **EXPENSES NOT ALLOWED FOR REIMBURSEMENT**

The following expenses are not allowed for reimbursement.

- Alcoholic beverages and tobacco
- Personal entertainment or transportation
- Traffic or parking tickets
- Rental car, airline, or other trip insurance
- Theft, loss, or damage to personal property
- Expenses for family members or others not on official City business
- Laundry or cleaning of clothing unless stay exceeds five (5) days



## CITY COUNCIL EVENT TRACKING

2021 Events	Brenda Fantroy-Jonson	Christy Carr	Joe Deets	Kirsten Hytopoulos	Leslie Schneider	Michael Pollock	Rasham Nassar
KEDA's 2021 Economic Forecast			\$20		\$20		
WEDA Winter Conference			\$75				
ASES Solar 2021 Conference			\$299				
SGR Servant Leadership	\$150						
2021 Re-Wire Policy Conference - Washington State Wire (Dec 15)			\$349				
<b>Total Cost</b>	<b>\$150</b>	<b>\$0</b>	<b>\$743</b>	<b>\$0</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>
<b>Number of Events</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total number of Events All Councilmembers</b>	<b>6</b>						

## CITY COUNCIL EVENT TRACKING

2021 Events	Brenda Fantroy-Jonson	Christy Carr	Joe Deets	Kirsten Hytopoulos	Leslie Schneider	Michael Pollock	Rasham Nassar
KEDA's 2020 Economic Forecast Breakfast			X				
CleanTech Day in Olympia			X				
Puget Sound Green Infrastructure Summit			X				
2020 Economic Vitality Luncheon			X				
2020 Island Honors Banquet: Excellence in Business & Community			X		X		
American Solar Energy Society			X				
Energy Leadership Summit			X				
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Number of Events</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total number of Events All Councilmembers</b>	<b>8</b>						



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:25 PM) Discuss Revised Legislative Policy Guidelines for the 2022 Legislative Agenda - Executive,

**SUMMARY:** The Legislative Policy Guidelines provide guidance from the City Council to the City Council, City staff, and the community on the City of Bainbridge Island's policy positions on various legislative issues. This guidance can then be used to frame comments to State and Federal legislative bodies.

The Council first reviewed a draft of the attached document on January 11. Staff has revised and updated the document to reorganize the list in alignment with City Council top priorities, in particular Green Building, and to compare it to Association of Washington Cities priorities.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** I move that the Council endorse the legislative policies as presented [amended] and authorize the City Manager to provide comment to the State or Federal legislative bodies consistent with this direction as appropriate and when timely.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The Legislative Policy Guidelines ("Guidelines") provide guidance from the City Council on the City of Bainbridge Island's policy positions on various legislative issues. The approved Guidelines then provide direction to staff and any legislative lobbyists working on behalf of the City, should the City engage lobbyists in the future. The policy statements established by the Council are the framework within which the City develops appropriate positions and forwards communication to members of both the State and Federal legislatures in urgent situations, as a timely response is often critical in impacting whether legislation is passed or defeated in a committee.

The City of Bainbridge Island has addressed decisions on providing comment to State and Federal legislative bodies in the past on an ad hoc basis.

The attached document is organized to highlight the top policy priorities of the City Council. It also reflects positions, where relevant, as researched and recommended by the Association of Washington Cities.

When approved by the City Council, staff will provide comment consistent with the stated positions.

**ATTACHMENTS:**

[Legislative Policy Guidelines for 2022 for CC 02082022](#)

[AWC 2022 Legislative Priorities](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## 2022 LEGISLATIVE POLICY GUIDELINES

Approved: February XX, 2022

### CLIMATE ACTION PLAN IMPLEMENTATION

- A. Energy
  - 1. Support legislation that allows local government to directly purchase renewable energy.
  - 2. Support legislation that would provide funding for renewable energy sources, energy efficiency and conservation measures.
- B. Transportation
  - 1. Support legislation that would provide funding for alternative fuel vehicles.
  - 2. Support legislation that would provide funding for electric vehicle charging stations.
  - 3. Support incentives and investments for electrification of public and private fleets.
- C. Waste
  - 1. Support legislation encouraging active development of markets for recycled goods and a more circular economy.
  - 2. Support legislation to simplify local control over recycling and disposal of organic waste consistent with an adopted Climate Action Plan.
  - 3. Support policies for Extender Producer Responsibility, to increase the reuse and recycling rate of residential packaging and paper products across the state and reduce residential recycling costs for rate payers.
- D. Natural Environment
  - 1. Support policies encouraging carbon sequestration.
  - 2. Support legislation to improve air quality in Kitsap County.
- E. Planning & Implementation
  - 1. Support legislation to fund advance planning for the potential of sea-level rise.
  - 2. Support integration of climate considerations in the Growth Management act and comprehensive planning policies, including funding for related local government planning.
  - 3. Support policies that establish regulation of methane emissions based on best available science and technology.
  - 4. Support policies that establish and use "cost of carbon" methods for analysis and decision-making.

## GREEN BUILDING

1. Support legislation that would allow local government to go beyond the state energy code for residential construction requirements (i.e., prohibiting fossil-fuel hookups in new residential development).
2. Support policies and funding that support the retrofit of existing building stock to lower the carbon footprint of existing residential and commercial buildings.
3. Support legislation that allows mandatory green building programs.

## SUSTAINABLE TRANSPORTATION

1. Support legislation which assures Federal and State funding efforts for alternative forms of transportation.
2. Support legislation for active transportation methods and the implementation of complete streets in the City of Bainbridge Island to improve bikeability and walkability throughout the City.
3. Support protection for and expansion of funding for public transit and investments that support travel by walking, rolling, and biking.
4. Support legislation for transportation funding that aligns with state climate policy goals to accelerate the transition to electric vehicles and reduce miles travelled.
5. Support legislation that provides funding for the State, and/or the Federal Government to complete and maintain the Sound to Olympics Trail.

## COMPREHENSIVE PLAN IMPLEMENTATION

### A. Affordable Housing

1. Oppose legislation which restricts local discretion in the use of housing funds or in the assessment of housing needs.

### B. Regional Growth Management

1. Support legislation that would allow growth management policies to reflect local comprehensive plans.
2. Oppose legislation that takes a punitive approach if the City doesn't reach its assigned population growth allocation.
3. Oppose legislation that would impose State-mandated development standards or procedures that are contrary to the City of Bainbridge Island Comprehensive Plan or local land use policy.

### C. Land Use

1. Oppose legislation that would eliminate single-family residential zoning.
2. Oppose legislation, or other agency actions, that would usurp local control of land use decision-making.
3. Oppose legislation that is inflexible and cannot be modified through local review.

## DIVERSITY, EQUITY AND INCLUSION

1. Support legislation that funds the State Equity Office, including assisting agencies in developing their own diversity, equity and inclusion (DEI) plans.
2. Support legislation that makes new equity investments in the State capital budget.

## TRANSPORTATION AND UTILITIES

### A. Transportation

1. Support legislation which reaffirms State responsibility for highway funding and oppose legislation that would relinquish State Routes to local governments without appropriate consideration or concurrence.
2. Support legislation that enhances funding for ferry service to and from Bainbridge Island.
3. Consider specific legislative push, in concert with regional efforts, to advance improvements to State Route 305, including:
  - a. Funneling new federal infrastructure dollars into the suite of existing corridor projects, particularly the SR305/Day Road intersection improvements;
  - b. Funding for planning and construction of select portions of the Sound to Olympics Trail;
  - c. Replacement of the Agate Pass bridge with enhancements for non-motorized transportation and transit.

### B. Water

1. Support legislative efforts to improve the water quality in Puget Sound.
2. Support legislation that would advance the opportunity to secure and utilize reclaimed/recycled water.

### C. Surface and Storm Water Management

1. Support legislation to provide funding for National Pollutant Discharge Elimination System (NPDES) permit compliance and other mitigation measures and projects to reuse, divert, or treat urban runoff.
2. Support funding for fish-passage culvert replacements, and low-impact stormwater retrofit projects.

## PUBLIC HEALTH AND SAFETY

### A. Medical Care

Support legislation that provides State and Federal funding for primary health care operations.

### B. Law Enforcement

1. Support legislation that would protect the public from the dangerous and improper use of weapons and enact necessary regulations to control their use.
2. Oppose legislation which would weaken the authority of local law enforcement to control the issuance of concealed weapon permits.
3. Support legislation that would protect the public from crimes, including identity theft, committed by use of computers, the Internet or other electronic means.

4. Support legislation that would provide funds for local law enforcement technology.
5. Support legislation that would require transient rental hosting platforms to report quarterly activities sufficient to enforce local regulations and zoning and allow for regulation of the businesses.
6. Support legislation to fund programs for the proper disposal of prescription drugs.

## LOCAL GOVERNMENT FINANCE

### A. State-Federal Mandated Programs

1. Support legislation requiring the State and Federal Government to provide full cost reimbursement to cities for all mandated programs and for all programs resulting in revenue losses.
2. Oppose legislation that fails to provide adequate funding for State and Federally mandated programs.

### B. Long-Term Financing of Local Agencies

1. Support legislation to stabilize local government financing, to increase funding to local agencies and to permit the most cost-efficient management of State-mandated programs.
2. Oppose legislation which shifts revenue from local government to the State for any purpose or reduces local discretion in the use of local government revenues.

### C. Revenues, Fees and Taxes

1. Support legislation which increases local revenues or improves local government's ability to generate revenue.
2. Oppose legislation that would change the property tax in a way that would result in less property tax revenue to the City of Bainbridge Island.

## GENERAL GOVERNMENT

### A. Workers' Compensation

1. Oppose legislation which would increase employee benefits without system reforms which would offset increased employer costs.
2. Support legislation which would reform the Workers' Compensation system to reduce employer costs through the reduction of system abuse.

### B. Unemployment Compensation

1. Oppose legislation which would increase employer liability for unemployment compensation or which would reduce local discretion to manage this risk.

### C. Labor Relations

1. Oppose legislation which would impede local administration of labor relations.
2. Oppose legislation which would require, impose, or expand compulsory binding arbitration for public employees.
3. Oppose legislation which would increase the cost of benefits and/or the cost of administering benefits.

### D. State and Local Government Relations

1. Oppose legislative efforts that restrict the City from contacting or representing itself on issues of importance before state agencies and commissions.

# 2022 City Legislative Priorities

Cities are home to **65%** of the state's residents, drive the economy, and provide the most accessible government. The continued success of cities depends on adequate resources and local decision-making to best meet the needs of our shared residents.

Washington's 281 cities ask the Legislature to partner with cities and take action on the following priorities—because strong cities make a great state.



## Ensure basic infrastructure funding

Provide flexible state and federal dollars through programs like the Public Works Assistance Account to help cities finance basic infrastructure such as drinking water and wastewater.

Basic infrastructure is the key to our robust state economy and protecting our environment. Nearly **\$900 million** in local infrastructure projects are currently halted due to lack of funding. State investment in local infrastructure is critical to ensuring reliable, equitable, safe, and affordable service to support our residents, businesses, and environment.



## Protect Transportation Benefit District funding authority

Support expanded local authority for Transportation Benefit Districts (TBDs) so cities can continue using the sales tax funding tool beyond the current time limitations.

Cities largely fund their transportation systems locally. In fact, **79%** of funding comes from local sources, such as Transportation Benefit Districts. TBDs are a crucial funding tool for critical transportation needs. TBD revenue authority must continue as a sustainable funding source for ongoing transportation needs.



## Pass a transportation package

Adopt a new transportation revenue package that emphasizes maintenance/preservation funding and provides an equitable level of local funding and additional long-term, sustainable revenue options for cities.

City streets accommodate **26%** of all vehicle miles traveled and cities are responsible for many aspects of the transportation system beyond local streets. This includes sidewalks, pedestrian and bicycle infrastructure, some aspects of state highways, stormwater infrastructure, and other utilities. Cities largely fund these needs locally with only **13%** of funding coming from the state and **8%** from federal sources. Pass a statewide transportation package that addresses local transportation needs to keep our state moving.

## AWC's advocacy is guided by the following core principles from our Statement of Policy:

- Local decision-making authority
- Fiscal flexibility and sustainability
- Equal standing for cities
- Diversity, equity, and inclusion
- Strong Washington state partnerships
- Nonpartisan analysis and decision-making

Contact:

**Candice Bock**  
Government Relations Director  
[candiceb@awcnet.org](mailto:candiceb@awcnet.org)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:35 PM) Provide Direction for Diversity, Equity, and Inclusion (DEI) Training for the City Council - Executive,

**SUMMARY:** On October 12, 2021, the Council moved to discuss Diversity, Equity, and Inclusion training for Councilmembers. During the discussion, the Council indicated that joint training with the City's Race Equity Advisory Committee would be a desirable outcome.

The Council established the Race Equity Advisory Committee which is tasked with providing "informed recommendations to the city council on programmatic, community, and legislative options to address and rectify systemic and structural racism and bias within government and law enforcement."

Providing a recommendation on a course of study or methodology for training to address diversity, equity, and inclusion is consistent with the mandate and purpose of the Race Equity Advisory Committee.

The recommendation from the Race Equity Advisory Committee should be provided within the next 60 days.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to request that the Race Equity Advisory Committee consider and provide a recommendation for a course of study or approach to jointly accomplish diversity, equity, and inclusion training for the City Council and Race Equity Advisory Committee.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	Amount to be determined, depending on scope of training selected.
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** In 2020, the workplan for the Race Equity Advisory Task Force, the predecessor of the Race Equity Advisory Committee, included a training element to be provided by the Government Alliance on Race and Equity (GARE). The Government Alliance on Race and Equity is a national network of government working to

achieve racial equity and advance opportunities for all. Training by GARE appeared promising. However, in December 2020, the City learned that GARE was unable to provide the anticipated training.

On January 26, 2021, the City Council moved to authorize the Race Equity Advisory Committee to explore new options for Race Equity training, and for the Committee to come back to the Council to report on recommended next step.

Meanwhile, City staff, in response to general comments concerning the need for greater sensitivity to issues of race, diversity, and equality, engaged independent consultant Scott Winn to provide a series of training events for management staff titled "Leading with a Race Equity Lens." The fee for Mr. Winn was approximately \$12,300. Staff is currently at the threshold of expanding this training beyond Department Heads and Executives to rank and file employees. A program of training and costs is currently being assessed.

The City Council should expect the Race Equity Advisory Committee to return within 60 days for a recommendation to the City Council.

**ATTACHMENTS:**

**FISCAL DETAILS:** Costs are unknown at this time. Future actions will determine costs.

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** February 8, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:45 PM) Consider Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki to Discuss a Recommendation to amend Liaisons' Duties on a Future Council Agenda,

**SUMMARY:** Council will discuss the attached request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki to add a discussion on a recommendation to amend Council liaisons' duties to a future agenda.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion and potential placement on a future Council agenda.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Agenda Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Agenda Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki

### Recommendation to amend Liaisons Duties

The Race Equity Advisory Committee (REAC) is requesting that a proposed amendment to the current liaison policy be placed on the City Council agenda for discussion, and, ultimately, approval.

**From:** Jing Fong <[jing.fong@cobicommittee.email](mailto:jing.fong@cobicommittee.email)>

**Sent:** Saturday, January 29, 2022 3:08 PM

**To:** Brenda Fantroy-Johnson <[bfantroy-johnson@bainbridgewa.gov](mailto:bfantroy-johnson@bainbridgewa.gov)>; Clarence Moriwaki <[cmoriwaki@bainbridgewa.gov](mailto:cmoriwaki@bainbridgewa.gov)>

**Subject:** REAC request to move item to city council agenda

At the January 20 REAC meeting, a recommendation that amends the duties and expectations of committee liaisons was proposed and approved by the full REAC committee.

REAC is requesting that a proposed amendment to the current liaison policy be placed on the city council agenda for discussion, and, ultimately, approval.

We would appreciate your taking this request to the council.

Attached is a document that reflects the proposed amendments, including gender-neutral language, to the current liaison policy.

The meeting's minutes highlight the history and reasons for this request. For your convenience and for emphasis, this background and context may be helpful:

- The Race Equity Advisory Committee—not other advisory committees—seem to be the only committee where its liaisons have experienced being stifled, restricted, or sanctioned. This is likely because REAC tends to discuss things that make people uncomfortable, such as race and race equity.
- The amendment makes it clear that there is no tension between Items 2 and 3. Liaisons aren't supposed to join in the deliberations unless we invite them to, and when we do, they can speak for themselves.
- REAC also wants it to be clear that when a liaison tells the city council what we asked them to deliver they don't get sanctioned. Stifling and chilling the speech of liaisons to bring REAC ideas forward has happened in the past.
- REAC wants a liaison, as an individual, to be able to convey direction or guidance to us— what would be of interest to the committee, such as city government processes—without fear of their colleagues telling them they went too far. We should not be penalized for not knowing what questions to ask. We don't know what we don't know.